

Outline of Field Assessment Procedures

Interim Accreditation granted by TAB based on a review of the AETB's application by a Technical Assessor. Current Bylaws (section 3.1.6) require the AETB to schedule a field assessment within 12 months.

General Overview

- To help insure consistency in the process for all applicants, Field Assessments have been on hold until the program is been clearly defined.
- There will be different levels of accreditation modeled after the method groups utilized for the QSTI/QSTO certifications.
- The AETB shall request a Field Assessment at the highest level for which the AETB is seeking accreditation.
- Field Assessors must comply with specified minimum qualifications.

Field Assessment

1. Limited Review of SOPs
 - Once assigned to an assessor, the assessor may request copies of relevant SOPs so that comparisons may be made during the field observation. *(Most should be on-site during the test program?)*
2. Protocol Review
 - It is important that the assessor has the ability to determine the specifically approved procedures for the program being assessed.
3. Field Observation
 - The **TAB D-7036 Field Audit Checklist** shall be filled out by the Assessor as part of the Field Assessment.
 - The assessor shall use their own method specific observation forms to assist in their assessment activities.
 - It has been decided that the **Qualification Requirements for Assessors** should reduce if not eliminate inconsistencies on a method specific basis.
4. Report review
 - The assessor shall review the "final product" for consistency to ASTM D-7036 using the **TAB D-7036 Field Audit Checklist**.
5. Laboratory Practices and Data Archive review
 - Accreditations issued by recognized Accrediting Authorities will be accepted by TAB.
 - The scope of existing accreditations shall be submitted.
 - The inspection procedure entitled **Field Assessment of Air Testing Body Laboratory, Data Archive and Practices** shall be utilized to assess conformance to ASTM D-7036.

Assessor Qualifications

1. QSTI/QSTO qualified for the Method Group(s) being assessed, and
2. Completion of a recognized Lead Assessor Course, and
3. Signed STAC Conflict of Interest Statement
4. A BS Degree with 10 Years of field experience in the method group(s) being assessed.
 - An additional 5 years of field experience in the method group(s) being assessed may be substituted for the BS degree portion of the requirement.