



AASHTO Accreditation Policy on Mobile Laboratories

Policy taken from Section 2 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

Mobile laboratories are transportable, functionally operational testing facilities that are frequently moved to different sites and are capable of maintaining a separate accreditation from any main facility. Mobile laboratories must implement a quality management system and conform to the requirements of this document with the understanding that certain documents may be retained and management may be located at the main facility. If management is located at a different facility, the laboratory must prove that effective supervision is being provided to the mobile laboratory. An accreditation directory listing for a mobile facility differs from that of a typical laboratory by the addition of the words "mobile laboratory" to the name. After the mobile facility is relocated, the laboratory management must notify the AAP and submit evidence that any equipment for which its calibration may have been affected by the move has been calibrated or standardized at the new site.

If the testing capabilities of the mobile laboratory are reduced between on-site assessments, the laboratory shall notify the AAP about the changes so that the current status is reflected on the AAP Directory of Accredited Laboratories. If the scope of testing is reduced temporarily, the AAP shall withdraw accreditation temporarily for the affected standards. The laboratory accreditation for the affected standards can be reinstated prior to the next regularly scheduled on-site assessment if the laboratory provides the following information to the AASHTO Accreditation Program:

- a) evidence of testing apparatus reinstallation;
- b) current calibration, standardization, and check records as required;
- c) updated personnel records showing that it is still appropriately and competently staffed for the work being performed;
- d) and by receiving satisfactory ratings on required proficiency sample testing after reinstallation.

Once the on-site assessment tour returns to the area, those standards are required to be included as part of the normal assessment procedures as defined in 4.2 for the accreditation to continue.

Any situations that are not described in this manual such as joint venture or other shared responsibility arrangement must be approved by the ATG.