

Nonconformity Response Criteria – SOP 111

Response letters in reply to laboratory assessment remarks and/or nonconformities must be submitted to CMEC within 30 days of the date of the assessment report. Upon receipt, the response will be measured against the original assessment report and determined whether the response complies with CMEC requirements. Failure to properly respond in a timely fashion will delay the laboratory's accreditation status. Delay in response may result in the laboratory losing its accreditation status and becoming subject to additional reinstatement fees.

The following is a partial list of information that must be included with the response letter. Additional information may be required at the discretion of CMEC. Submittal of the response letter does not guarantee accreditation.

Laboratories may be required to register for re-assessment in addition to submitting a response letter. Re-assessment is performed at an additional cost to the laboratory and is the responsibility of the laboratory.

1. **Calibration Nonconformities** - Copies of calibrations attached to the response letter.
2. **Certification Nonconformities** - Copies of certification included with the response letter.
3. **Equipment Nonconformities** - Copies of receipts of purchase and necessary calibrations for the new equipment included with the response letter.
4. **Procedural Nonconformities** - Description of corrective action included in the response letter.
5. **QMS Nonconformities** - Copy of the QMS documents sent with the response letter.
6. **Participation in Proficiency Testing Nonconformities** –
 - a. Earthwork, Asphalt, Aggregate, Chloride, Concrete, and Masonry - Results included with the response letter.
7. **Proficiency Testing Results** - Copy of corrective action sent with the response letter.