



**CYPRUS ACCREDITATION BODY  
CYSAB**

**How to proceed with  
Accreditation**  
*A guide for laboratories*

**CYPRUS ORGANIZATION  
FOR THE PROMOTION OF QUALITY (CYS)**

## What do you know about Accreditation?

When a laboratory decides to proceed with its preparation towards accreditation, it needs to be well aware of the basic requirements of both the relevant standard and the regulations of the National Accreditation Body as well the guidelines of EA and ILAC. These requirements are additional to the ones of the legislation which anyway govern the operation of the laboratory. In general, the accreditation standard used by laboratories is CYS EN ISO / IEC 17025. However, in the particular case of clinical and medical laboratories, the more specific standard, namely CYS EN ISO / IEC 15189, might be used instead. It has to be well understood that the achievement of the accreditation certificate requires an intensive, consistent and collaborative effort of the personnel of the laboratory. The certificate itself specifies the scope of accreditation, which might be only a part of the whole range of activities and services provided by the laboratory. Even after accreditation is granted, the laboratory has a long way to go, due to the need for continuous compliance and, even more, its interest in extending the scope of its accreditation.

## If you are interested in being accredited...

You need to study in detail the standard and analyse the requirements and responsibilities it imposes on the laboratory. Some introductory questions may activate the effort:

- Is there an organizational structure and a clear description of responsibilities in the laboratory?
- Is the allocation of responsibilities to competent personnel adequately documented?
- What about the substitution of key and other personnel in case of absence?
- How is the technical competence of personnel involved in various activities documented? This competence shall refer to the academic background, training, participation in proficiency testing schemes, experience, etc.



- How is the suitability and reliability of equipment ensured? This mainly refers to maintenance and calibration.
- How is the appropriateness of methods and their correct implementation by the laboratory documented?
- Does the laboratory participate in proficiency testing schemes?

For all the above points and all other provisions of the Standard, the laboratory shall have clear answers, which have to be adequately documented and maintained in its records. To this end the laboratory needs to prepare:

- A Quality Manual, where its policies for compliance with the Standard have to be described.
- A series of Procedures, which will illustrate how the policies are implemented.
- Working instructions to facilitate the implementation of the Procedures.
- Templates to keep relevant data / records.
- Evidence for the continuous implementation of the laboratory Management System comprised of the above mentioned elements.

As a first step towards the preparation of the laboratory, some issues are of importance:

- Do appropriate Operational Procedures exist in the laboratory?
- Are they in written form?
- Are they effectively implemented?
- What happens when they are not considered functional and effective?

All these issues can be discussed with the Cyprus Accreditation Body (CYSAB). As a first step you can visit its website where relevant links could lead you to some very useful sources of information. Further to this, the personnel of CYSAB is always prepared to give additional information and clarification, thus contributing to your awareness of all aspects of accreditation. However, CYSAB will in no case be involved in any type of consultancy.

## Application for accreditation

The application form for accreditation is downloadable from the website of CYSAB. The form refers to the documentation required to accompany the application as well as other relevant information. The application fees (currently 300 CYP – 513 Euro) shall also be submitted with the application. A detailed reference to fees through the whole procedure (assessments and surveillance visits) can be found on the website.

6/2007



visit CYS website: [www.cys.mcit.gov.cy](http://www.cys.mcit.gov.cy)

tel: +357 - 22409309/310

fax: +357 - 22754103

email: [ktsimillis@cys.mcit.gov.cy](mailto:ktsimillis@cys.mcit.gov.cy)



Printed on recycled paper



P.I.O. 354/2007 - 500

Published by the Press and Information Office

Printed: Konos Ltd