



MEMORANDUM

October 16, 2020

Memorandum to: A2LA Conformity Assessment Bodies (CABs)

CC: A2LA Staff

From: Trace McInturff, Vice President, Accreditation Services

**Subject: CAB Bulletin 2020-5 – COVID-19 October 16 UPDATE**

Dear A2LA Customer –

We hope everyone enjoyed their summer (winter for our friends in the southern hemisphere) and are keeping safe. Fall is in full force here in the Northeast and we hope you have been able to enjoy a seasonal change in your part of the world.

In our last CAB bulletin (July 29<sup>th</sup>, *attached for your convenience below*), we indicated that A2LA was extending our remote assessment policy to the end of the year (December 31, 2020). As assessments being assigned are likely to be planned into the new year, we are extending our remote assessment policy to the end of the first quarter 2021 (March 31, 2021). We will continue to monitor the situation and adjust accordingly.

A2LA staff are readily available via usual channels. ***Please reach out to your AcO if you have any questions, requests, input, etc.***

Thank you for your time and attention. Please keep safe everyone!



MEMORANDUM

July 30, 2020

Memorandum to: A2LA Conformity Assessment Bodies (CABs)

CC: A2LA Staff

From: Trace McInturff, Vice President, Accreditation Services

**Subject: CAB Bulletin 2020-4 – COVID-19 July 30 UPDATE**

Dear A2LA Customer –

We hope everyone is staying safe and enjoying their summer.

In our last CAB bulletin (May 19<sup>th</sup>), we indicated that A2LA was ‘opening up’ assessments to allow assessors to begin considering ‘on-site’ assessments beginning in June. We continue to realize there are still a lot of unknowns, uncertainties, and anxieties with regards to COVID-19 and travel. ***With the health & safety of our Staff, Assessors, and A2LA customers as the priority, we are extending our remote assessment policy for the foreseeable future due to the current environment during this pandemic.***

The updates to our COVID-19 plans are:

- All assessments now are going to be considered ‘full remote’ assessments. Upon receipt of new and renewal applications, AcS will contact you and discuss undergoing a remote assessment and answer any questions you may have. Exceptions may be considered if specifically requested by the CAB, *in writing*, to have an on-site assessment, **and**, *if we have an assessor that can travel safely to your organization and their safety can be ensured while on site*. AcS will continue to perform their risk evaluation and assign the appropriate assessor for each assessment.
- For international assessments unless A2LA has a foreign (local) assessor that can easily *and safely* travel to your location, our staff will perform the requisite risk assessment to determine remote capability and assign an assessor accordingly.
- If your organization is currently officially assigned with an assessor(s) for an upcoming assessment and you are unclear about A2LA’s expectations for the assessment to occur remotely, or if you aren’t equipped to host an assessment remotely, please reach out to the appropriate AcO immediately.

A2LA Executive Management will continue to monitor the COVID situation and will provide timely communications if anything changes.

**Remember** – *The health and safety of our Staff, Assessor Corps and our Customers remains a priority!* Please do all that we can to assure the health and safety of all. We will get through this together.

A2LA staff are readily available via usual channels. ***Please reach out to your AcO if you have any questions, requests, input, etc. on this memo.***

Thank you for your time and attention. Please stay safe everyone!