



**CCIL CERTIFICATION PROCEDURE FOR  
GRANTING AND AMENDING  
OF CERTIFICATION**

This procedure has been issued by the CCIL Certification Office and has been approved by the Concrete Certification Program Administration Committee (Concrete CPAC)

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Copies of the procedure are available on request from the CCIL Certification Office.

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## **1.0 Purpose**

The purpose of this procedure is to outline the CCIL Certification Office process for the granting and amendment of Laboratory or Laboratory Technician Certification. Refer to Clauses 5.2 and 7.0 of the LC-102 Concrete Laboratory and Technician Certification Program.

## **2.0 Responsibility**

The Certification Program Manager is responsible for the development, maintenance and implementation of this procedure.

## **3.0 Decision on Granting Certification**

3.1 On completion of all the elements of certification outlined in the CCIL Concrete Testing Laboratory Certification Program, including the initial qualification, on-site evaluation and documentation and process elements, and the laboratory having implemented acceptable corrective action(s) on all non-conformities, the Inspector with responsibility for the laboratory submits to the CCIL Certification Program Manager the Compliance Report and other certification supporting documents and a recommendation on certification. The documents to be submitted include:

- Compliance Report and Checklist including the non-conformities recorded;
- Details on corrective actions taken for elimination of non-conformities and confirmation of effective implementation; and
- Scope of certification recommended.

3.2 The CCIL Assistant Program Manager, Concrete reviews the laboratory's file with the submitted documentation, and make a recommendation to the CCIL Certification Program Manager on whether or not to grant certification. The CCIL Certification Program Manager may also discuss the report on the laboratory's capability to meet the certification requirements with the relevant Inspector.

3.3 The CCIL Certification Program Manager, within 2 weeks, takes a decision on whether or not to grant certification to the laboratory, giving consideration to all information reviewed.

3.4 If a decision to grant certification is taken by the Certification Program Manager, a new Laboratory Certificate is prepared by the CCIL Administrative Assistant indicating the approved scope of certification and the certification validity period. Laboratories that are certified by CCIL may choose to place the CCIL logo on their reports and/or other communications. Before doing so, they must agree to specific conditions as noted in the Memorandum of Understanding that must be signed by the supervising engineer of the laboratory.

3.5 If a decision is taken not to grant certification, the laboratory is informed in writing, giving the reasons for this decision and the follow-up actions that are required. The laboratory may appeal any certification decisions made by the

CCIL Certification Office in accordance with CCIL Certification Procedure for Suspension, Withdrawal, Appeals and Disputes of Certification.

- 3.6 Concrete laboratory technicians must meet the requirements specified in the document “CCIL Training and Certification of Concrete Technicians”. Upon successful completion of required written and practical examinations the inspector recommends certification of the laboratory technician following the process above for laboratories. Concrete field technicians passing the written and practical examinations are issued a “CCIL Certified Concrete Field Testing Technician” card which identifies the test methods the technician is certified to perform and is valid for a period of five years.

#### **4.0 Amendment, and Withdrawal of Certification**

- 4.1. A laboratory that has been certified by the CCIL Certification Office must facilitate the required follow-up inspection activities that need to be conducted as specified by the CCIL Certification Office to establish the laboratory’s right to continue to be certified and use the CCIL Certification Logo.
- 4.2. As the result of an on-site inspection, any laboratory or laboratory technician found not to comply with the requirements of the program requirements will be requested in writing (Compliance Report) to take appropriate action. If the laboratory or technician fails to take corrective action and rectify all non-conformances within thirty (30) calendar days, the laboratory’s certification is subject to suspension by Certification Program Manager until such time as the laboratory demonstrates that all non-conformances have been corrected and verified by the Certification Program Manager.
- 4.3. Where a certified laboratory repeatedly fails to meet the technical requirements for certification, including competence, or to abide by the rules for certification, or indicates that it is not able to continue to meet said requirements or rules for certification, the Certification Program Manager will initiate a recommendation for withdrawal of the certification to the Concrete CPAC.
- 4.4. Lack of timely payment of outstanding fees or nonpayment of fees are grounds for suspension of a laboratory’s certification. Withdrawal of a laboratory’s certification after appropriate notice of lack of payment and period of suspension will be invoked by the Certification Program Manager.
- 4.5. The suspension and withdrawal of certification and all appeals and disputes will follow CCIL Certification Procedure for the Suspension, Withdrawal, Appeals and Disputes of Certification.
- 4.6. In response to a laboratory’s application for an upgrade of certification already granted, the CCIL Certification Office shall determine whether or not the upgrade may be granted. The CCIL Certification Office shall then carry

out the required activities of the certification process from laboratory application review through to decision-making and granting of the certification as detailed in Procedures for Upgrading the Certification of Concrete Laboratories. The results arising from the determinations shall be given to the laboratory in writing and adjustments made to the previous Certification Certificate or a new certificate issued, where necessary.

- 4.7. A certified laboratory may voluntarily reduce the scope of certification. When this occurs, the Certification Program Manger will make the necessary adjustments including updating the scope of certification.
- 4.8. A certified laboratory may also choose to voluntarily withdraw from certification. Under these situations, a senior representative of the laboratory will confirm the withdrawal or closure in writing on company letterhead and surrender the Laboratory Certificate and CCIL Certified Concrete Field Testing Technician cards. The Certification Program Manager will remove the laboratory and its scope of certification from the website and instruct the laboratory to cease making claims of certification.
- 4.9. In the event of a suspected or verbal notification of the closure of a certified laboratory, where no written notice has been received by CCIL, the Certification Program manager will:
  - 4.9.1. Attempt to contact the laboratory to request written confirmation;
  - 4.9.2. If the attempt to contact the laboratory is unsuccessful, or a verbal commitment to send a written confirmation within 30 days is not fulfilled, contact the laboratory by Canada Post Xpresspost (requiring a delivery signature) or equivalent to notify the laboratory that CCIL will cancel the certification and remove the laboratory from the CCIL website if a written response is not received within 30 days of mailing the notification;
  - 4.9.3. If after 30 days of mailing the notification no written confirmation is received, remove the laboratory and its scope of certification from the website and send a final letter informing the laboratory of CCIL's actions, and
  - 4.9.4. Attempt to retrieve the Laboratory Certificate and the Certified Concrete Field Testing Technician Cards.
- 4.10. In response to a laboratory's application to relocate the laboratory to a new location, an audit of the laboratory's facilities at the new address is required. The audit may not apply to the relocation of mobile laboratories that satisfy criteria established by the CCIL Certification Office and detailed in the "CCIL Guidelines for Relocation of a Mobile Laboratory".