



## Assessment Readiness Review Checklist CA-ELAP TNI Minus2

No later than 30 days prior to the start of your assessment, please provide this completed checklist and the required documents as identified below by uploading the information to your assigned share library (a separate email will provide a link to the library).

**Failure to submit the required documentation 30 days prior to the start of your assessment may result in cancellation of your assessment.**

Laboratory Name: \_\_\_\_\_

Documents to be Submitted	Laboratory Comments Must be completed (e.g., document identifications, clarifications)
1) Quality Manual.	
2) Organization chart.	
3) Master Document Listing.	
4) Equipment List.	
5) All Non-Technical Operating Procedures (SOPs) supporting scope activities of the quality management system.	
6) All Technical SOPs supporting tests methods on the scope.	
7) Verification/Evaluation of Limit of Detection (LOD) and Limit of Quantitation (LOQ) for each analyte/method/matrix/prep on the scope of accreditation or application.	
8) Most recent Proficiency Testing (PT) results for <u>the entire</u> scope and any corrective actions generated from not acceptable results.	
9) <ul style="list-style-type: none"> <li>a) Comprehensive Level IV data packages from a project covering, at a minimum, every technology and special preparations (e.g., EPA 1311) on the scope.</li> <li>b) One Comprehensive Level IV data package generated from the most recent PT.</li> </ul> <p>Note: If no project data package is available for an item on the scope, data packages as listed in (b) above covering, at a minimum, every technology and special preparations (e.g., EPA 1311) on the scope shall be submitted in compliance with the accreditation requirements.</p>	
10) Internal Audit(s) completed within the last 12 months, including the report(s), checklist(s), results and any corrective actions generated.	
11) Management Review(s) completed within the last 12 months, including the report(s), results and any corrective actions generated.	
12) Complaints within the last 12 months and any corrective actions generated.	
13) Corrective actions within the last 12 months. <ul style="list-style-type: none"> <li>• Log, if applicable.</li> <li>• Examples from different categories (e.g., not acceptable PTs, Internal Audit findings, 3<sup>rd</sup> party assessment findings, customer complaints)</li> </ul>	
14) Corrective Action Plans from the last two CA ELAP	



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Documents to be Submitted	Laboratory Comments
assessments. 15) Completed Checklists <ul style="list-style-type: none"> <li>• LF-56 CA ELAP TNI EL 2016 Minus 2 Working Document Checklist</li> <li>• LF-56 CA ELAP 2016 TNI Addendum OSA Checklist</li> </ul> Note: These checklists should include details (e.g., procedure identifications, records, dates, person names) and not just "Y/N".	

Note: The required documentation above is not always all inclusive for assessment completion. Assessor(s) may request additional information (e.g., training/competency records, equipment records, purchasing records, other) based on their review of the documentation, interviews, observation of activities, and non-conformities from the previous assessment.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Date

**\*PJLA Internal Use Only\***  
 (This section is only applicable if assessor determines **not** to proceed with assessment)

**NOT TO PROCEED** with the assessment for the reason(s) described below.

Lead Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**\*\*Submit to PJLA headquarters at least 21 days prior to the scheduled assessment date\*\***