



## Assessment Readiness Review Checklist

Below are listings of questions and/or instructions that are essential to your assessment. Please complete this checklist and return via fax to PJLA at (248) 213-0737 or by email at [pjlabsp@pjlabsp.com](mailto:pjlabsp@pjlabsp.com). Also, please note that PJLA has updated documents and policies that can found on our website at [www.pjlabsp.com](http://www.pjlabsp.com), please take the time to review these at your earliest convenience.

Company Name: \_\_\_\_\_

1) Has there been any major changes in your organization?  Yes  No

If yes, please provide details of these changes:

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2) Has your laboratory completed an internal audit within the last 12 months?  Yes  No

3) Has your laboratory completed a management review within the last 12 months?  Yes  No

4) Has your laboratory developed a 4-year Proficiency Test Plan that covers all sub areas of your scope of accreditation?  Yes  No

**\*Please submit your plan to PJLA headquarters for approval with this completed form. \***

5) **New Accreditations Only**- Has your laboratory completed Proficiency Testing for all sub-areas of your scope to be accredited?  Yes  No

6) **New Accreditations Only**- Has your laboratory completed an Uncertainty Budget?  Yes  No

7) **Accredited Laboratories Only**-Has your laboratory completed a Proficiency Test this year according to your plan and/or schedule?  Yes  No

If no, please explain your deviation to your plan?

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Thank you for completing this readiness review checklist. In order for your assessor to conduct a preliminary review of your laboratory, please submit the following material to them at least 2-weeks prior to your assessment.

- 1) Most recent Proficiency Test Data
- 2) Uncertainty Budget
- 3) Controlled Copy of your Quality Manual

This material can be sent to Assessor Name at Email Address

**\*Reminder, as noted in question 4 please submit your 4-Year Proficiency Test plan to PJLA headquarter at least 2-weeks prior to your assessment\***