



Perry Johnson Laboratory Accreditation, Inc.

APPLICATION / QUESTIONNAIRE

(Strictly Confidential)

Section A

1. Name and address of laboratory (this is the name and address which will appear in the PJLA, Inc., Laboratory Services Directory, etc.)

Name

Address

Phone:

Fax:

E-Mail:

2. Name and address of parent organization (if different from above).

Will this parent organization be part of the accreditation? Yes _____ No _____

Address

Phone:

Fax:

E-mail:

3. Name, position (executive level) of applicant.

Name

Title

Phone:

Fax:

E-mail:

4. Name, position of Laboratory's Liaison with PJLA, Inc.

Name

Title

Phone:

Fax:

E-mail:

5. Number of staff employed by laboratory: Technicians _____ Support Staff _____ Total: _____

a. How many technicians are sampling, testing or performing calibrations outside of your facility? _____

If activities are being conducted outside of your facility, please indicate the locations of where these technicians reside. (if different than the location of your main facility):

b. How many shifts of employees are involved with the testing/calibration activities? _____

<p>6. Is this Lab internal to a larger company doing other activities?</p> <p>(If the answer to 6 is yes, answer a thru e).</p> <p>a. Are the other activities the main activities?</p> <p>b. Describe the nature of the other activities?</p> <p>c. Does the laboratory undertake testing/calibration for its own organizations?</p> <p>d. Does the laboratory undertake testing/calibration for outside organizations?</p> <p>e. Enclose an organization chart showing the outline of the organization and the chain of command from the highest executive at that location down to the laboratory head.</p>	<p>___ Yes ___ No</p> <p>___ Yes ___ No</p> <p>___ Yes ___ No</p> <p>___ Yes ___ No</p> <p>___ Yes ___ No</p>
<p>7. Has the laboratory been assessed by any other accreditation bodies in the past?</p> <p>If yes, please indicate the assessment, which covered the testing/calibration included in this application, and enclose copies of the approval certificates concerned.</p> <p>Name/address of accreditation bodies:</p> <p>Scope of accreditation or approval number of certificate, if any:</p> <p>Period of Accreditation:</p> <p>Start Date: _____ Expiry Date: _____</p> <p>Reason for seeking transfer of accreditation if applicable (i.e. cost, service etc.)</p>	<p>___ Yes ___ No</p> <p>___ Yes ___ No</p>
<p>When will the facility be ready for pre-assessment? ___ Six months</p> <p>A preferred date is the week of _____</p> <p>When will the facility select its laboratory accreditation organization? _____</p> <p>COMPLETED BY:</p> <p>Signature _____</p> <p>Name _____</p> <p>Title _____</p> <p>Date _____</p> <p>Return to: Perry Johnson Laboratory Accreditation, Inc. Attn: President/Operations Manager 26555 Evergreen Road, Suite 1325 Southfield, MI 48076, email to: pjlabs@pjlabs.com fax to: (248) 213-0737</p> <p style="text-align: center;">PLEASE MAKE SURE TO COMPLETE SECTIONS B AND C.</p>	

Section B-Calibration

8. In the table below, please specify your preferred scope of accreditation. Continue on additional supplementary sheets, if necessary. From this information, we can better determine how much time on-site is necessary to evaluate your laboratory. If you need assistance in completing this section, please refer to PL-4 Policy on Calibration Scopes of Accreditation, found on our website at www.pjilabs.com under the PJLA document section.

CALIBRATION (INDICATE ALL FIELDS THAT APPLY) ** SEE BELOW**	MEASURED QUANTITY, INSTRUMENT OR GAUGE	RANGE (AND SPECIFICATION WHERE APPROPRIATE)	BEST MEASUREMENT CAPABILITY EXPRESSED AS AN UNCERTAINTY (+/-)	STANDARDS USED, REFERENCE DOCUMENTS, OTHER RELEVANT INFORMATION RELATED TO CALIBRATION/DEVICE IDENTIFIED
<i>EXAMPLE-Mass Calibration</i>	<i>Analytical Balance</i>	<i>0 mg to 50 g</i>	<i>0.000 15 mg to 0.01 mg</i>	<i>Class 1 weights</i>

- Electrical Calibration** – (i.e. Voltage, Current, Amperage)
- Dimensional Calibration-** (i.e. Gage Block, CMM, Caliper, Pin Gage, Micrometer, Optical Comparator)
- Time & Frequency Calibration-** (i.e. Stopwatch, Frequency Counter)
- Acoustic Calibration-** (i.e. Sound, Vibration)
- Mass Calibration-** (i.e. Balances, Weight Sets)
- Thermodynamic-** (i.e. Thermocouple, Relative Humidity Meter, Thermometer)
- Chemical Calibration-** Calibration of instrumentation used for chemical analysis (i.e. pH Meter, Conductivity Meters and IR Spectrophotometer)
- Mechanical Calibration-** (i.e. Hardness Machines, Force, Torque, Tension, Flow Meter, Colorimeter, Gloss Meter, Pressure Gages)

**NOTE: Accurate and complete information in this section will provide PJLA with the necessary information to provide you with the most accurate quote for services to be provided by PJLA.

Section C-Testing

9. In the table below, please specify your preferred scope of accreditation. Continue on additional supplementary sheets, if necessary. From this information, we can better determine how much time on-site is necessary to evaluate your laboratory. Please attach your equipment list related to the items listed below. If you need assistance in completing this section, please refer to WI-8 –Work instruction for setting up scope of accreditation-Testing, found on our website at www.pjlab.com under the PJLA document section.

FIELD OF TEST (INDICATE ALL FIELDS THAT APPLY) **SEE BELOW**	ITEMS, MATERIALS OR PRODUCTS TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED	RANGE (WHERE APPROPRIATE) AND DETECTION LIMIT
<i>EXAMPLE- Mechanical Testing</i>	<i>Metal Automotive Components</i>	<i>Hardness</i>	<i>ASTM E18-07</i>	<i>0 HRN to 15 HRN Detection Limit 0.5 HRN</i>

- Mechanical Testing:** Tests, measurements and evaluation of physical properties of materials, components and assemblies.
- Chemical Testing:** Chemical analysis and detection including instrumental and automated methods.
- Biological Testing:** Biological, microbiological and biochemical testing and measurement.
- Electrical Testing:** Tests of an electrical and electronic nature performed on instruments, equipment, appliances, components and materials.
- Dimensional Inspection:** Determination of dimensional parameter to establish magnitude or for comparison to defined nominal.
- Environmental Testing:** Tests for constituents in various environmental media.
- Non-Destructive Testing:** Examination of materials, components and assemblies to detect discontinuities without damaging the material, component or assembly.

****NOTE:** Accurate and complete information in this section will provide PJLA with the necessary information to provide you with the most accurate quote for services to be provided by PJLA.