



EPA NLLAP 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 [APA Email Address](#). Also, please note that PJLA has updated documents and policies that can found on our website at www.pjllabs.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:

2) Has your laboratory completed an internal audit cycle within the last 12 months? If yes, did this address all requirements of the LQSR Version 3.0? Yes No

3) Has your laboratory completed a management review within the last 12 months? If yes, did this address all requirements of the LQSR Version 3.0? Yes No

4) Has your laboratory completed Proficiency Testing for all areas of your scope to be accredited as required per the EPA LQSR version 3.0? Yes No

If no, please explain.

Thank you for completing this readiness review checklist. In order for your assessment team to conduct a document review of your laboratory, please submit the following material to PJLA at least 30 Days prior to your assessment.

- 1) Quality Manual and Associated Standard Operating Procedures
- 2) Technical Standard Operating Procedures as related to the EPA NLLAP Program
- 3) Proficiency Testing results from the last three rounds completed
- 4) **New Accreditations:** Completed LQSR Version 3.0 Checklist (Can be accessed on the PJLA website: <http://www.pjllabs.com/resources/pjllabs-documents>). Note-Please refrain from simply indicating Y or N. Comments reflecting related processes, procedures or records should be made to address each question.



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- 5) **Reassessments/Surveillances:** Completed LQSR Version 3.0 Checklist for **updated or changed** information since the previous assessment (Can be accessed on the PJLA website: <http://www.pjilabs.com/resources/pjla-documents>). Note-Please refrain from simply indicating Y or N. Comments reflecting related processes, procedures or records should be made to address each question.
- 6) Cross reference of the LQSR Version 3.0 requirements and with quality manual, procedures and records. This can be addressed through annotation and references to specific procedures and records on the LQSR Version 3.0 noted in item 4 above.

Please submit items 1-6 to PJLA headquarters at least 30 days prior to your assessment. It is highly recommended and preferred for this documentation to be copied onto a CD and mailed directly to PJLA at: 755 W. Big Beaver Road, Suite 1325, Troy, MI 48084 Attention Scheduling Department

Completed By: _____

Completion Date: _____