PJLA State Assessment Programs
Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

CAB Name: _____

Submitted by: _____

Instructions:

1. **Document Submission Timeline**

   All required documentation listed below must be sent to PJLA at least 30 days prior to the scheduled assessment date. The assessor will begin preparing for the assessment 30 days in advance. If the necessary documents are not available for review, PJLA may need to reschedule the assessment. This may result in applicable rescheduling and change fees.

2. **Submission Method**

   Please upload all electronic documentation to your SharePoint account provide by PJLA.

3. Required Documentation Indicators

   - **X**: Indicates required uploads based on the assessment type.
   - **X***: Denotes items required for scope expansion additions requested.

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Assessment Required Uploads

Requested Information	Assessment Type			Upload Folder	Uploaded
	AC	RA	SE		
General Organizational and Management System Information **(Upload for all standards & assessment types, as identified)**					
General Organizational and Management System Documents and Records				**Main Folder: Management System**	☐
Organizational chart • Site organization chart • Corporate organizational chart, if applicable	X	X		**Sub Folder: 1. Organization**	☐
Proof of purchase of accreditation standard(s), when applicable	X			**Sub Folder: 2. Documentation**	☐
Quality manual	X	X		**Sub Folder: 2. Documentation**	☐
Quality-related policies, procedures, work instructions, etc. • Provide all standard required and scope related quality and support documentation (Examples include but are not limited to impartiality, document control, complaints, purchasing, vendor qualification, etc.)	X	X		**Sub Folder: 2. Documentation**	☐
Records of Internal Audits (within last 12 months) • Provide internal reports, plans, checklists, results	X	X		**Sub Folder: 3. Internal Audit**	☐
Records of Management Review (within last 12 months) • Provide examples on CAB forms (management review agenda, records, action items)	X	X		**Sub Folder: 4. Management Review**	☐
Records of Corrective Actions (within last 12 months) • Provide examples on CAB forms (include a sampling of records from PT issues, internal audit findings, assessment findings, customer complaints, nonconforming work, etc.)	X	X		**Sub Folder: 5. Corrective Action**	☐
Records of Complaints (within last 12 months) • Provide examples of complaint handling on CAB forms.	X	X		**Sub Folder: 6. Complaints**	☐
CA-ELAP Program **(In addition to General Organizational and Management System Information Above)**					

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Requested Information	Assessment Type			Upload Folder	Uploaded
	AC	RA	SE		
CA-ELAP Documents and Records				**Main Folder CA-ELAP**	☐
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X*	**Sub Folder: Technical Documentation**	☐
Control Charts • Control Charts for each test method/matrix on the scope of accreditation	X	X	X*	**Sub Folder: Control Charts**	☐
LOD/LOQ • Verification/Evaluation of Detection Limit (DL), Limit of Detection (LOD) and Limit of Quantitation (LOQ) for each analyte/method/matrix/prep on the scope of accreditation or application.	X	X	X*	**Sub Folder: LOD/LOQ**	☐
PT Results • Proficiency Testing (PT) results from the last three rounds for <u>the entire</u> scope of accreditation or application and any corrective actions generated from not acceptable results	X	X	X*	**Sub Folder: PT**	☐
Metrological Traceability • Provide examples of evidence of metrological traceability for scope items. This may include calibration certificates or CRM certificates.	X	X	X	**Sub Folder: Traceability**	☐
Data Packages • Provide data packages from a project covering, at a minimum, every technology on the scope. Or • Provide one data package generated from the most recent PT. Provide samples of types of reports or certificates issued	X	X	X*	**Sub Folder: Data Packages**	☐

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	AC	RA	SE		
Note: Data Packages are to include at minimum: Case narrative, summary of results, (e.g., samples, QC and internal standard/surrogate recoveries), Chain of Custody (CoC), sample receipt, data review/acceptance records, method/equipment performance (e.g., tunes, breakdown reports, mass calibrations), calibration results, supporting and raw data (e.g., instrument logs, standards prep, data sheets, chromatograms, spectra, extraction logs, digestion logs, and instrument sequences/run logs)					
FOAs • Most up-to-date CA-ELAP FOAs in excel format for all categories to be assessed	X	X	X*	**Sub Folder: FOAs**	☐
PJLA LF-56 Working Document Checklists • Provide completed checklist with document references identified	X			**Sub Folder: PJLA**	☐
Evidence of Symbol Use/ References to Accreditation (including use with or without ILAC Mark) • Provide examples from Web links, Marketing materials, etc.		X		**Sub Folder: PJLA**	☐
FLDOH Environmental Laboratory Certification Program **(In addition to General Organizational and Management System Information Above)**					
FL-DOH Documents and Records				**Main Folder FL-DOH**	☐
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X*	**Sub Folder: Technical Documentation**	☐
Control Charts	X	X	X*	**Sub Folder: Control Charts**	☐

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Requested Information	Assessment Type			Upload Folder	Uploaded
	AC	RA	SE		
Control Charts for each test method/matrix on the scope of accreditation					
Metrological Traceability Provide examples of evidence of metrological traceability for scope items. This may include calibration certificates or CRM certificates.	X	X	X*	**Sub Folder: Traceability**	☐
LOD/LOQ Verification/Evaluation of Detection Limit (DL), Limit of Detection (LOD) and Limit of Quantitation (LOQ) for each analyte/method/matrix/prep on the scope of accreditation or application.	X	X	X*	**Sub Folder: LOD/LOQ**	☐
PT Results Proficiency Testing (PT) results from the last three rounds for the entire scope of accreditation or application and any corrective actions generated from not acceptable results	X	X	X*	**Sub Folder: PT**	☐
Data Packages - Provide data packages from a project covering, at a minimum, every technology on the scope. or - Provide one data package generated from the most recent PT covering all technologies. Provide samples of types of reports or certificates issued Note: Data Packages are to include at minimum: Case narrative, summary of results, (e.g., samples, QC and internal standard/surrogate recoveries), Chain of Custody (CoC), sample receipt, data review/acceptance records, method/equipment performance (e.g., tunes, breakdown reports, mass calibrations), calibration results, supporting and raw data (e.g., instrument logs,	X	X	X*	**Sub Folder: Data Packages**	☐

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Requested Information	Assessment Type			Upload Folder	Uploaded
	AC	RA	SE		
standards prep, data sheets, chromatograms, spectra, extraction logs, digestion logs, and instrument sequences/run logs)					
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified	X			**Sub Folder: PJLA**	☐
Previous Assessment Documentation Provide a copy of the following: • Last assessment report, • Deficiency report (if applicable), and • Plans of Corrections (if applicable)		X		**Sub Folder: PJLA**	☐
Evidence of TNI Symbol Use/ References to Accreditation Provide examples from Web links, Marketing materials, etc.		X		**Sub Folder: PJLA**	☐

Assessment Type Key
- **SE** – Scope Expansion
- **SA** – Surveillance Assessment
- **RA** – Re-Assessment

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