

## TNI NEFAP 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 APAs email address. Also, please note that PJLA has updated documents and policies that can found on our website at <a href="www.pjlabs.com">www.pjlabs.com</a>, please take the time to review these at your earliest convenience.

Company Name:	
1) Have there been any major changes in your organization? Yes	lo
If yes, please provide details of these changes:	
2) Has your organization completed an internal audit cycle within the last 12 address all requirements of the FSMO-V1-2008?	months? If yes, did this Yes No
3) Has your organization completed a management review within the last 12 address all requirements of the FSMO-V1-2008?	months? If yes, did this Yes No
4) Has your organization completed Proficiency Testing for all sub-areas of y Yes No	our scope to be accredited?
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) Your proposed scope of accreditation including matrix/matrices, field sampling and measurement methods and analyte(s) (as appropriate)
- 2) Names and addresses of all FSMO entities under this scope of accreditation and the addresses of the field sampling and measurement locations, if applicable, for the selection of on-site assessment observations. Indicate hours of operation for each entity included in the scope.
- 3) Quality Manual and Associated Operating Procedures
- 4) Technical Standard Operating Procedures for test methods on your scope of accreditation
- 5) Laboratory Control Limits/Charts for Laboratory Control Sample for each method (as applicable measurement organizations)
- 6) A summary table of the qualifications, experiences, training, and any certifications of designated supervisory personnel in their areas of responsibilities, specifically those related to the technical and quality aspects of sampling and measurement activities.

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- 7) Job descriptions/summaries of management and supervisory positions responsible for field sampling and measurement activities with reporting relationships among them.
- 8) Job descriptions/summaries of field sampling and measurement positions with reporting relationships among them.
- 9) Verification of Limit of Detection (LOD) and Limit of Quantitation (LOQ) for each analyte/method (as applicable measurement organizations)
- 10) Proficiency Testing results from the last three rounds completed (as available and applicable, particularly measurement organizations)
- 11) One complete data package from your most recent proficiency test submittal
- 12) Assessment reports for the last two years (please include assessment reports from all bodies including NELAP, DoD and other third party assessments relating to your scope of accreditation)
- 13) **New Accreditations:** Completed NEFAP FSMO-V1-2008 checklist (Can be accessed on the PJLA website: <a href="http://www.pjlabs.com/resources/pjla-documents">http://www.pjlabs.com/resources/pjla-documents</a>). Note-Please refrain from simply indicating Y or N. Comments reflecting related processes, procedures or records should be made to address each question.
- 14) Reaccreditation/Surveillances: Completed NEFAP FSMO-V1-2008 checklist for updated or changed information since the previous assessment (Can be accessed on the PJLA website: <a href="http://www.pjlabs.com/resources/pjla-documents">http://www.pjlabs.com/resources/pjla-documents</a>). Note-Please refrain from simply indicating Y or N. Comments reflecting related processes, procedures or records should be made to address each question
- 15) Evidence of internal audits and management review specifically addressing the requirements of the FSMO-V1-2008. This evidence can be examples rather than an exhaustive audit, but it will be expected that all the FSMO-V1-2008 specifics will have been implemented and in effect. An internal audit of these would assure compliance and effectiveness.

Please submit items above 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/USB and mailed directly to PJLA at: 755 West Big Beaver Rd., Suite 1325, Troy, MI 48084, Attention PJLA Scheduling Department

Completed By: Completion Date:
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