



TNI NEFAP Assessment Readiness Review Checklist

- 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: <http://www.pjlab.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.
- 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: <http://www.pjlab.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
- 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: _____