

PJLA Update Notification

Update Notification # 17

Update Notification Release Date: April 15, 2013

Form/Procedure/Policy: SOP-1, SOP-3, SOP-9 and SOP-11

PJLA Applicant/Accredited Organizations

PJLA has recently updated our standard operating procedures for SOP 1, 3, 9, and 11. A summary of the changes have been listed below in regard to each SOP. Please note that although a short summary of these changes have been provided, all organizations should download and review the latest revisions. These can be found on our website at www.pjlab.com under the PJLA document section.

Please note-All organizations must comply with these requirements.

SOP 1 Accreditation Procedure-Summary of changes

- Removed reference to laboratory or organization where possible and changed to Conformity Assessment Body (CAB) since PJLA will be accrediting reference material producers (RMP) and field sampling and measurement organizations in the near future. The term Conformity Assessment Body (CAB will start to be utilized in all PJLA documents when necessary) **(Section-All)**
- Formatting and grammatical changes through the documents have occurred. **(Section-All)**
- Reformatting of Table of Contents starting with Section 5.0 **(Table of Contents)**
- Included reference to applicants that quotations are subject to change based on inadequate or incomplete information being provided **(Section 4.5)**
- Modified wording for verification of proposed scope to be created based on the information received from the application. The CAB will confirm the template scope and this will be provided to the lead assessor for verification and finalization on-site. **(Section 4.7)**
- Modified time limits to reasonable time in the event requirements for accreditation should change from next assessment. **(Section 4.8)**
- Added reference to PJLA reserves the right to amend said contract for:
 - unexpected circumstances
 - ownership change or merge
 - complaints resulting in an on-site investigation
 - follow-up visits due to severe nonconformities
 - excessive corrective action and follow-up activities

- Added reference to laboratory to inform PJLA of any significant changes that could impact their accreditation immediately. **(Section 4.9)**
- Modification of information on procedure of confirming the assessor(s) and/or assessment team, assessment date(s) with PJLA HQ **(Section 5.1)**
- Modification of time requirement to submit preliminary documentation to PJLQ HQ. Previously, this was a 14 day requirement prior to the assessment date. It has been updated to 30-days prior to the assessment date **(Section 5.2)**
- CABs will be required to sign all assessment forms prior to each assessment. Postponement or cancellation of the assessment obligates the (CAB) to pay cancellation fees per the Agreement for Services LF-3. **(Section 5.3)**
- Documentation Review is now located in **(Section 6.0)**
- Initial documentation required prior to assessment referenced in Section 5.2 can be found in **(Section 6.1)**
- Additional requirements of assessor to send CAB the assessment plan at least 14 days prior to the assessment. **(Section 6.2)**
- Onsite Assessment Criteria **(Section 7.0)**
 - Opening meeting changes
 - Obligation of the CAB to ensure staff and facilities related to the scope are accessible to the assessment team.
 - Information on Non-Conformities moved to this section.
 - Information on the Closing modified and moved to this section.
- Post assessment activities/corrective action submission **(Section 8.0)**
 - CABs have 60-days from the last day of the assessment to submit corrective action. **(Section 8.2)**
- Final Accreditation Decision **(Section 9.0)**
 - Modifications and revisions of procedure for final accreditation decision **(Section 9.1)**
- Certificate of Accreditation **(Section 10)**
 - modification of expiration dates
 - multiple site accreditation certificates
 - addition of certificate validity letter explanation
 - requirement for accreditation cycle to 2 years for all CABs
- Addition of language for usage of ILAC mark.
- Multiple Site Accreditation **(Section 11.0)**
 - Modification of conditions allowing a multiple site accreditation. **(Section 9.0)**
 - Modification and explanation of onsite assessments at multiple sites during an accreditation cycle **(Section 11.2)**
- Maintenance of Accreditation
 - **Surveillance Assessments (Section 12.0)**
 - Modification to PJLA staff review **(Section 12.5)**
 - Addition of requirements for off-site documentation review **(Section 12.6)**
 - **Special Circumstance Assessments (Section 12.7-9)**
 - Addition of requirements for PJLA to determine a special assessment.

- **Reaccreditation (Section 13.0)**
 - Modification of requirement for scheduling timeline of reaccreditation assessment (**Section 13.2**)
- **Scope Extensions (Section 14.0)**
 - Modification of the process for of scope extensions
- **Suspension, Withdraw, Reduction, or Cancellation of Accreditation (Section 15.0)**
- **Disputes and Appeals (Section 16.0)**
- **Confidentiality (Section 17.0)**
- **Addition of Appendix B: The TNI National Environmental Field Activities Program (NEFAP)**
- **Addition of Appendix C: Reference Material Producer (Guide 34)**
- **Addition of Appendix D: Department of Defense Environmental Laboratory Accreditation Program (DoD ELAP)**

SOP 3 Accreditation Procedure-Summary of changes

- Removed reference to laboratory or organization where possible and changed to Conformity Assessment Body (CAB) since PJLA will be accrediting reference material producers and field sampling and measurement organizations in the near future. The term Conformity Assessment Body (CAB will start to be utilized in all PJLA documents when necessary) (**Section-All**)
- Additional language to accreditation symbol or **statements of accreditation (Section-All)**
- Additional references for ILAC MRA Mark or any other governed mark (**Section 4.3**)
- Addition of the following: Note other accreditation symbols are available for (CABs) depending on the standard and scopes they are accredited for. All relevant symbols will be provided to each (CAB) with the release of their certificate of accreditation. * (**Appendix A Section 1**)
- Additional RMP references (**Appendix A Section 2 & 3**)
- Additional examples of acceptable and unacceptable claims of accreditation (**Section 7.0**)

SOP 9 Complaint Procedure-Summary of changes

- Removed reference to laboratory or organization where possible and changed to Conformity Assessment Body (CAB) since PJLA will be accrediting reference material producers and field sampling and measurement organizations in the near future. The term Conformity Assessment Body (CAB will start to be utilized in all PJLA documents when necessary (**Section-All**)

SOP 11 Suspension, Withdrawal or Reduction of Accreditation Procedure-Summary of changes

- Removed reference to laboratory or organization where possible and changed to Conformity Assessment Body (CAB) since PJLA will be accrediting reference material producers and field sampling and measurement organizations in the near

future. The term Conformity Assessment Body (CAB will start to be utilized in all PJLA documents when necessary (**Section-All**)

- Additional requirements for involuntary scope reductions

If you have any questions in regards to this notification, please feel free to contact us at any time.

Thank you.