PJLA Update Notification

Update Notification # 103

Update Notification Release Date: 10/22/26

Form/Procedure/Policy: PJLA -New SOP-1-Accreditation Procedure-PCB Rev 1.0

Dear Client,

PJLA has released SOP-1 Accreditation Procedure PCB, Revision 1.0, its supplemental accreditation procedure for Personnel Certification Bodies under ISO/IEC 17024. The updated procedure is applicable immediately and shall be followed together with PJLA's General Accreditation Procedure, SOP-1.

The key requirements are summarized below:

- Certification scheme acceptance: Each scheme must be accepted by PJLA before assessment planning begins. A positive preliminary review permits quotation but does not constitute final scheme acceptance. Certain regulatory, standardization-body and Global ACI-endorsed schemes may be accepted without an independent full scheme review, subject to PJLA's verification of supporting evidence. Form "LF-21 Supplement 17024" must be completed.
- Application information and change notification: Certification bodies must provide complete scheme, scope, examination-location, language and operating information through the applicable PJLA forms. Significant changes, including changes to schemes, examination methods, locations, outsourcing, ICT (Information and Communication Technology) or AI (Artificial Intelligence), must be reported to PJLA. Scheme changes affecting accreditation must be submitted before use under accreditation, as applicable.
- Assessment and witnessing: PJLA will use representative sampling based on scheme complexity, assessment methods and risk. Practical and/or oral examinations will be witnessed on-site or virtually. Computer-based schemes sharing the same validated platform and controls may be assessed through representative witnessing of the common system, with significant scheme-specific differences evaluated separately.
- ICT and AI controls: Assessments will address validation of automated scoring, grading and AI proctoring for reliability, validity, fairness and absence of algorithmic bias, together with appropriate human oversight and confidentiality/privacy safeguards.
- Fraudulent behavior: Evidence of fraud, intentional false information, concealment or deliberate violations of accreditation rules will trigger PJLA's process for withdrawal of accreditation or termination of the application.

Action required: Please review the updated SOP-1 PCB, communicate the requirements to relevant personnel, and update your procedures, records and transition arrangements as applicable. Immediate applicability of this procedure does not replace the defined, by PJLA, transition period for ISO/IEC 17024:2026.

For questions or clarification regarding your accreditation, please contact your PJLA PCB program manager Dr. George Anastasopoulos at ganast@pjlabs.com.

Sincerely,
Perry Johnson Laboratory Accreditation, Inc. (PJLA)