

# PJLA Update Notification

## Update Notification # 85

Update Notification Release Date: 5/12/2025

Form/Procedure/Policy: PJLA Proficiency Testing Plan

### Attention All Applicant and Accredited Organizations:

“This notification serves to inform all CABs and assessors of important updates regarding PJLA's documentation related to proficiency testing (PT) planning and alternative PT approvals.

Effective immediately, the following changes will be implemented:

#### 1. Replacement of LF-81 – Proficiency Test Plan Rev 1.2

The current LF-81 – Proficiency Test Plan Rev 1.2 will be replaced with the newly revised **LF-81 – Proficiency Test Plan Rev 1.3**. This updated version will be used **exclusively for the CAB's PT plan submission** and will no longer include PT alternative approval functionality.

CABs must utilize LF-81 Rev 1.3 or CAB equivalent for submission of their required PT plans moving forward.

#### 2. Introduction of LF-81a – PT Alternative Approval Form

A new form, **LF-81a – PT Alternative Approval Form**, has been created to support and document the PT Alternative Approvals Process. This form must be submitted by CABs whenever PT alternatives are proposed.

Use of this form is mandatory for any PT alternative request, and completion and approval by PJLA are required prior to the use of any alternative PT activity.

**Reminder:** Only PJLA Technical Program Managers (TPMs) may approve PT alternatives. Assessors are to submit any CAB requests for PT alternatives to PJLA Headquarters.

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### Implementation and Support

All CABs and assessors are required to begin using the updated LF-81 and new LF-81a forms immediately. These forms are available on PJLA's document portal. Please ensure the correct forms are used based on the submission type:

- **LF-81 Rev 1.3** → For Proficiency Test Plans
- **LF-81a** → For PT Alternative Approval Requests

Should you have any questions regarding this update or require assistance with the new forms, please contact PJLA.

Thank you!