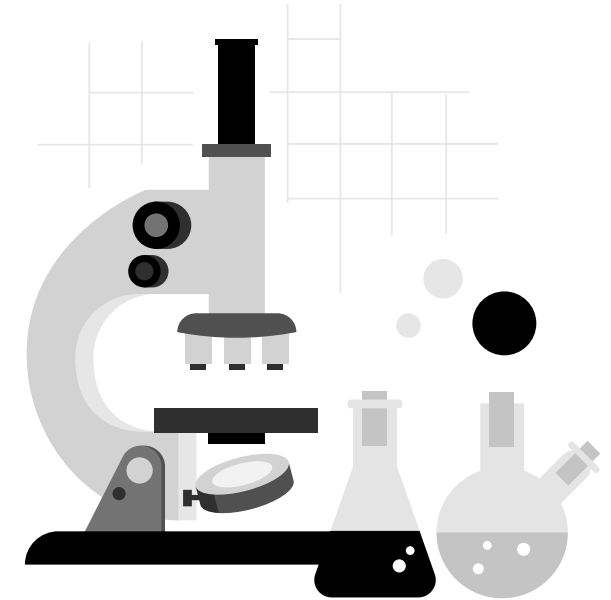
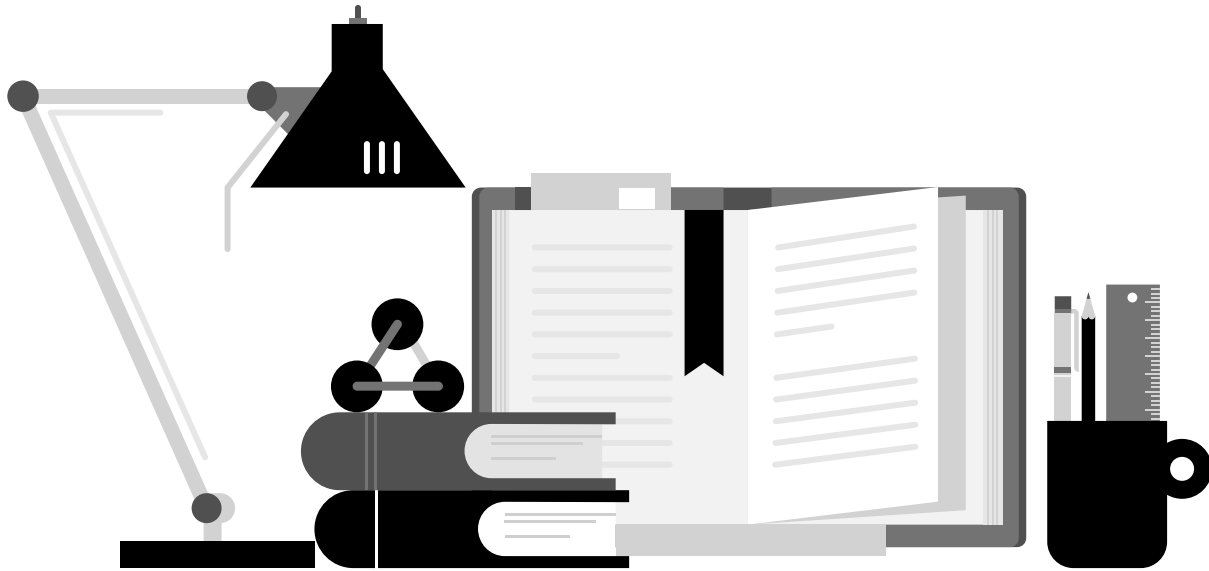


Introduction to Accreditation: Accreditation for New & Potential CAB's



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August 18, 2026

Introduction to Accreditation: The Basics for New & Potential CAB's

- PJLA webinar recordings and slides are available for download from the Past Webinars section of our website
 - <https://www.pjlabs.com/training/pjla-webinars>
- Please save all questions until the end of the presentation.

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PJLA

Who is this for?

And what is meant to achieve?

This is a basic introduction of the accreditation world and is designed for anyone just starting out in this field. It is designed to achieve the following:

- Define common terms and acronyms
- Provide a basic description of the Accreditation Schemes/Standards we offer accreditation for and how they may interact with each other
- General advice of what needs to be done prior to and how to prepare for your initial accreditation assessment
- Provide a general outline of the steps and process of becoming accredited with PJLA

Definition of Common Terms & Acronyms

- **Accreditation Body (AB)**- *Authoritative body that performs accreditation. (PJLA)*
- **Conformity Assessment Body (CAB)**- *Body that performs conformity assessment activities and that can be the object of accreditation. (a.k.a. You, PJLA's client)*
- **Accreditation**- *Third-party attestation related to a conformity assessment body (CAB) conveying formal demonstration of its competence to carry out specific conformity assessment tasks.*
- **Accreditation Scheme**- *Rules and processes relating to the accreditation of conformity assessment bodies (CAB) to which the same requirements apply.*
- **Scope of Accreditation**- *Specific conformity assessment activities for which accreditation is sought or has been granted.*

Definition of Common Terms & Acronyms (Continued)

- **Assessment**- *Process undertaken by an accreditation body (AB) to determine the competence of a conformity assessment body (CAB), based on standard(s) and/or other normative documents and for a defined scope of accreditation.*
- **Assessor**- *Person assigned by an accreditation body (AB) to perform, alone or as part of an assessment team, an assessment of a conformity assessment body (CAB).*
- **Witnessing**- *Observation by the accreditation body (AB) of a conformity assessment body (CAB) carrying out conformity assessment activities within its scope of accreditation.*
- **Common acronyms**
 - **DUT**- *Device-Under-Test*
 - **UUT**- *Unit-Under-Test*
 - **EUT**- *Equipment-Under-Test*

Definition of Common Terms & Acronyms (Continued)

- **Consultancy**- *Participation in any of the activities of a conformity assessment body (CAB) subject to accreditation.*
 - **EXAMPLE 1** *Preparing or producing manuals or procedures for a conformity assessment body.*
 - **EXAMPLE 2** *Participating in the operation or management of a conformity assessment body.*
 - **EXAMPLE 3** *Giving specific advice or specific training towards the development and implementation of the management system, operational procedures and/or competence of a conformity assessment body.*
- **AB's (PJLA) and Assessors are not allowed to Consult.**



Accreditation Scheme's

A.K.A. Accreditation Standards



ISO/IEC 17025:2017- *General requirements for the competence of testing and calibration laboratories*

- Calibration of Measurement Equipment
- Testing & Sampling
- Cannabis Testing
- Hemp Testing
- Horseracing Testing (PJLA no longer offers)



Accreditation Scheme's

A.K.A. Accreditation Standards



Environmental Testing Standards/Schemes commonly used along with ISO/IEC 17025:2017

- The NELAC Institute Environmental Laboratory (TNI-EL)
- TNI-EL State Programs (Minnesota, California, Louisiana, Florida)
- National Environmental Field Activities Program (NEFAP)
- Department of Defense Environmental Laboratory Accreditation Program (DoD ELAP)
- Department of Energy Consolidated Audit Program– Accreditation Program (DOECAP-AP)
- Environmental Protection Agency (EPA)- National Lead Laboratory Accreditation Program (NLLAP)

Accreditation Scheme's

A.K.A. Accreditation Standards



Other Testing Standards/Schemes commonly used along with ISO/IEC 17025:2017

- Food, Dietary Supplements, Pharmaceutical and Feed Testing
 - Association of Official Agricultural Chemists (AOAC INTERNATIONAL) Guidelines for Laboratories Performing Microbiological and Chemical Analysis of Food, Dietary Supplements, and Pharmaceuticals
 - Association of American Feed Control Officials (AAFCO) Quality Assurance/Quality Control Guidelines for Feed Laboratories
 - FDA Laboratory Accreditation for Analyses of Food (LAAF)
- Consumer Product Safety Commission (CPSC) – 16 C.F.R.
- Federal Communications Commission (FCC) OET Equipment Authorization
- Accreditation Scheme for Conformity Assessment (ASCA) Program
- ENERGY STAR Testing
- AS6171A Suspect/Counterfeit, Electrical, Electronic, and Electromechanical Parts Testing

Accreditation Scheme's

A.K.A. Accreditation Standards



Withdrawn Standards/Schemes still in use along with ISO/IEC 17025:2017

- ANSI/NCSL Z540.1-1994 was withdrawn as an active standard in 2007
- ANSI/NCSL Z540.3-2006, was withdrawn in 2020
- They have officially been superseded by ISO/IEC 17025:2017 and there are no plans for future revisions
- Accreditation to ISO/IEC 17025:2017 fully meets—and exceeds—the requirements of Z540.1 and Z540.3
- Some US government agencies may still require accreditation to the Z540 standards and as such PJLA continues to allow laboratories to maintain these standards on their scope

Accreditation Scheme's

A.K.A. Accreditation Standards

 **ISO/IEC 17043:2023-** *General requirements for the competence of proficiency testing providers* (3rd Party Proficiency Test Providers)

 **ISO 17034:2016-** *General requirements for the competence of reference material producers* (Reference Materials Producers)

 **ISO/IEC 17020:2012-** *Requirements for bodies performing inspection* (Inspection Bodies) **Note:** a 2026 revision is published but not yet offered



Accreditation Scheme's

A.K.A. Accreditation Standards



ISO/IEC 17065:2012- *Requirements for bodies certifying products, processes and services* (Products, Process, and Service Certification)



ISO 15189:2022- *Medical laboratories-Requirements for quality and competence* (Medical Laboratories)



ISO/IEC 17024:2012- *General requirements for bodies operating certification of persons* (Professional Certification and Training) **Note:** a 2026 revision is published but not yet offered

How to Prepare for Accreditation

The First Steps



- Purchase the Relevant Accreditation Scheme/Standard(s)
 - **International Organization for Standardization (ISO) Standards**
<https://www.iso.org/standards.html>
- Read the relevant Accreditation Scheme/Standard(s) and read/review it again until you have a firm understanding of the requirements
 - Even if you plan to rely on a consultant, it is recommended at least one person in your organization is familiar with the applicable Accreditation Scheme/Standard(s)
- Download and read/Review PJLA's Policies & Procedures
 - <https://www.pjlabs.com/resources/pjla-documents>
- Determine what specific activities you need/want to receive accreditation for

How to Prepare for Accreditation

Optional Early Steps

- Attend supplemental courses and/or training (webinars, workshops, etc.)
 - <https://www.pjlabs.com/training>
 - <https://www.nist.gov/pml/owm/owm-products-and-services/training-classes-and-events>
- Find/Purchase reference documents, externally developed methods/procedures, and other programs/tools
- Determine if you need help. Do you need/want to hire a consultant? Do you need them for the entire quality program/system or just specific portions of it?

How to Prepare for Accreditation

Technical Aspects

- Organize your documentation/records
 - Digital/Physical
 - Onsite/offsite storage
- Research and decide what technical items (equipment, reference material, etc.) are necessary for the accredited activities
 - Calibrate/Test the required technical items as necessary
- Develop or acquire the methods/procedures for the technical activities
- Begin to develop Uncertainty Budgets (When applicable)
- Plan for Proficiency Testing or other required activities



How to Prepare for Accreditation

Quality program/system

- Write, purchase or develop a quality program. This can include the following:
 - **Quality Manual**- A high-level document that outlines an organization's Quality Management System. It is not always required in all schemes/standards but is commonly utilized.
 - **Quality Procedures**- A formalized document that outlines the requirements for specific activities and how they are performed (Example: Document Control procedure)
 - **Technical Procedures**- A formalized document that outlines the requirements for specific technical activities and how they are performed.
 - **Forms, Logs, Lists, Charts, etc.**- There will be other forms, logs, lists, charts, and other documents that will need to be developed to capture/document information.



How to Prepare for Accreditation

Your Scope of Accredited Activities

Develop and define the Scope of Accredited Activities using the following documents:

- PJLA's PL-4- Scopes of Accreditation Policy
- The LF-60 series- This will be provided by PJLA and will be used as a “living” version of the scope
 - There are instructions in the LF-60 document. These are specific to the scheme/standard you are accredited for
 - ISO/IEC 17025:2017 Calibration (LF-63) and Testing (LF-64) have separate versions of the LF-60 document series
 - When there are multiple sites/mobile labs, each site/mobile lab may be required to be documented in their own copy of the relevant LF-60 series document. (Example: an LF-63 for the New York Lab and a separate LF-63 for the New Jersey Lab)

The Process to becoming Accredited with PJLA

1. Reach out to Perry Johnson Laboratory Accreditation (PJLA) for a quote of services
2. A Sales Representative will reach out to you to define scope of activities and fill out some forms, provide documents, etc.
3. Contracting Officer will then review the proposed scope (1-2 days for a response)
4. Contract is then written and the scheduling dept will reach out (1 day after deposit is paid)

Note: a good faith letter may be provided to show you are seeking accreditation if requested

- Pre-assessments (60 days scheduling goal)
- Initial Assessments (90 days scheduling goal)
- Published Scope (Goal is 180 days after the assessment)



Thank You



This time is allocated for questions.
Please raise your hand and I will call on you.

If a question is not answered, come talk to me after the presentation or send me an email at mtomase@pjlabs.com