



## Assessment Readiness Review Checklist ISO/IEC 17025:2017, RMP, PTP, EPA NLLAP

No later than 30 days prior to the start of your assessment, please provide this completed checklist and the required documents as identified below by uploading the information to your assigned share library (a separate email will provide a link to the library).

**Failure to submit the required documentation 30 days prior to the start of your assessment may result in cancellation of your assessment.**

Conformity Assessment Body (CAB) Name: \_\_\_\_\_

**A.**

Required <sup>a</sup>			Documents to be Submitted	CAB Comments Must be completed (e.g., document identifications, clarifications)	Assessor Comments Must be completed
AC/RA	SA	SE			
X	X		1) Organization chart.		
X	X		2) Master Document Listing.		
X	X	X <sup>b</sup>	3) Equipment List (where relevant current calibration status)		
X	X <sup>b</sup>	X <sup>b</sup>	4) All Non-Technical Operating Procedures (SOPs) supporting activities of the accredited quality management system.		
X	X <sup>b</sup>	X <sup>b</sup>	5) All Technical SOPs supporting tests and or calibrations on the scope of accreditation or application.		
X	X	X <sup>b</sup>	6) Completed Proficiency Test (s) within the last 12 months –Note for initial assessments at least one should be completed prior to accreditation ; for accredited laboratories please provide the PT as scheduled on your PT plan (Refer to PL-1 for additional information on this requirement)  Please include any updates to your PT plan. Note for initial accreditation assessments a PT plan must be available for the assessor to review. A template of a PT plan can be found on our website on Proficiency testing (LF-81)..		
X	X		7) Internal Audit(s) completed within the last 12 months, including the report(s), checklist(s), results and any corrective actions generated.		
X	X		8) Management Review(s) completed within the last 12 months, including the report(s), results and any corrective actions generated.		
X	X		9) Complaints within the last 12 months and any corrective actions generated.		
X	X		10) Corrective actions within the last 12 months. • Log, if applicable. • Examples from different categories (e.g., not acceptable PTs, Internal Audit findings, 3 <sup>rd</sup> party assessment findings, customer complaints)		
X	X <sup>b</sup>	X <sup>b</sup>	11) Calibration Facilities-Measurement Uncertainty Data/Budgets for all areas of your		



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			scope of accreditation		
X	X <sup>b</sup>	X <sup>b</sup>	12) An example test/calibration report issued to customers relative to your scope of accreditation		
X	X	X <sup>b</sup>	13) For accredited (CABS) training records or equivalent of new employees hired since the last assessment.		
X			<b>14) For initial accreditation clients only-</b> LF-56- Working Document (s) applicable to the standard being accredited completed Note: These checklists should include details (e.g., procedure identifications, records, dates, person names) and not just "Y/N". Checklists are available at <a href="http://www.pjllabs.com/resources">http://www.pjllabs.com/resources</a> .		
X	X		15) For (CABs) under Option B of ISO 17025:2017, please include a current copy of your ISO 9001 certificate and last report.		
RA only	X	X	16) Please indicate any major changes that may have occurred from your last assessment (e.g., CAB owner/name/address, changes in staff impacting accreditation activities).  Note: PJLA Procedure SOP-1 requires the CAB to inform PJLA of all major changes. As a result, major changes should have already been communicated before or during the scheduling process and is only intended to be informational communicated to the assessor in this form.		
X	X	X	17) Please list any URLs where you use the PJLA logo, ILAC Mark and/or accreditation language as implied per SOP-3		
X	X		<b>18) For EPA NLLAP Clients Only</b> A. Does your Internal Audit cycle, Management Review and Proficiency Testing address all requirements as required in the current version of LQSR? (If no, please explain)		
X	X		<b>19) For RMP Clients Only</b> A. Homogeneity, stability and characterization studies  B. Subcontracted activities (i.e. Material Processing, Homogeneity/ Stability testing, Characterization of Property Values, Handling and storage (including post certification testing), Distribution & post distribution service), list of subcontractors (name, address, and summary of technical /quality competence		
			<b>20) For PT Clients Only</b> A. Scheme/program descriptions, designs (examples) B. Homogeneity, stability and characterization/assignment of values		



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			<p>studies and proficiency testing materials</p> <p>C. Subcontracted activities (i.e. material processing, homogeneity/stability testing, characterization or assignment of property values, handling and storage (including post testing), distribution &amp; post distribution/service). List of subcontractors (name, address, and summary of technical /quality competence</p> <p>D. Data evaluation methods, statistics applied (by scheme or program) (note: can be analytical, graphical, descriptive, etc.)</p> <p>E. Examples of communication with the participants</p>		
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<sup>a</sup> AC: Accreditation (Initial) RA: Reaccreditation Assessment SA: Surveillance Assessment SE: Scope Expansion

<sup>b</sup> Documentation may need to be for a limited scope

<sup>b</sup> Only if changes since last RA assessment

**Notes:**

1. The required documentation above is not always all inclusive for assessment completion. Assessor(s) may request additional information (e.g., training/competency records, equipment records, purchasing records, other) based on their review of the documentation, interviews, observation of activities, and non-conformities from the previous assessment.
2. The CAB has the right to declare information gathered during an assessment as confidential business information according to procedures established by the accreditation body or to restrict access to information requested during an assessment when such information directly affects national security. Please submit this request directly to PJLA Headquarters.

Please visit the PJLA website under the resource section to download forms/checklists mentioned above <http://www.pjllabs.com/resources>. All clients need to adhere to PJLA policies on proficiency testing (PL-1), traceability (PL-2), measurement uncertainty (PL-3), scope of accreditation for testing (WI-8) and PJLA Procedures for the usage of accreditation symbols and language (SOP-3) and applicable SOP-1 Accreditation procedures. Adherence to these policies and procedures will be assessed. Failure to adhere to these policies and procedures will result in a non-conformance.

Submitted By:

\_\_\_\_\_

Name

Date



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### B. PJLA Internal Use Only Required if Recommendation to Not Proceed with Assessment\*

I reviewed the above documents and do not recommend that the client **proceed** with the assessment.

If you identified do not proceed, please provide your reasoning below:

Lead Assessor: \_\_\_\_\_ Date: \_\_\_\_\_