

PJLA Update Notification

Update Notification # 59

Update Notification Release Date: 1/6/23

Form/Procedure/Policy:

SOP-1 Accreditation Procedure DoD-ELAP/DOECAP-AP

Attention All Applicant and Accredited Organizations:

PJLA has updated SOP-1 Accreditation Procedure DoD-ELAP to now include language and requirements for DOECAP-AP. As most requirements are similar, DOECAP-AP has a few additional requirements that have been outlined below.

Changes to sections include the following:

2.0 References

- f. DoD Environmental Laboratory Accreditation Program (ELAP) Conditions and Criteria for the Recognition of Accreditation Bodies; Appendix A Suspending and Withdrawing DoD ELAP Recognition

4.0 Note

Note: The DOECAP-AP requires PJLA to provide copies of any updates to quality management system documentation to the ASP DOECAP-AP Manager within 30 calendar days of the update; as related to DOECAP-AP.

5.0 Training and Qualification

- f. DOECAP-AP: Lead Assessors may only be assigned to a client as the Lead Assessor for one consecutive accreditation cycle unless written approval from the ASP DOECAP-AP Manager is provided.

6.0 Assessments and Documentation

- a. (note: DOECAP-AP requires no later than 10 calendar days following the reported month) of any assessments scheduled including on-site or off-site assessments and scope expansions.

8.0 Accreditation Internal/Cycle

Certificates cannot be extended past the expiration date unless approved by the DOD ELAP EDQW or DOECAP-AST Manager for extreme unforeseen circumstances. Requests shall be made within 5 days prior to the expiration date. CABs are strongly encouraged to schedule assessments well in advance to allow sufficient time for the new certificate to be re-issued. CABs that have a lapse in accreditation are considered non-accredited for the period the lapse occurs and can no longer claim accreditation until the certificate is renewed

9.0 Analysis of Findings and Report

- d. PJLA will notify the ASP DOECAP-AP Manager in writing and update its website to document any action that adversely affects the status of a CAB's DOECAP-AP accreditation within 5 working days of the action.

16. Participation and Maintenance of Recognition

a. PJLA will participate in DoD ELAP EDQW and DOECAP-AP annual meetings and conference calls as necessary and welcomes DOD or DOE observers to attend CAB on-site assessments.

d. Any CABs transferring to or from PJLA will be communicated to the DOD ELAP EDQW or ASP DOECAP-AP Manager within 10 days from the notification by the CAB.

Removal of confidentiality section as this is in PJLA's SOP-1 General Accreditation Procedure

Thank you!