



PJLA State Assessment Programs Conformity Assessment Body Preliminary Assessment Document Submission Requirements

CAB Name: _____

Submitted by: _____

Instructions:

1. Document Submission Timeline

All required documentation listed below must be sent to PJLA at least 30 days prior to the scheduled assessment date. The assessor will begin preparing for the assessment 30 days in advance. If the necessary documents are not available for review, PJLA may need to reschedule the assessment. This may result in applicable rescheduling and change fees.

2. Submission Method

Please upload all electronic documentation to your SharePoint account provide by PJLA.

3. Required Documentation Indicators

- **X**: Indicates required uploads based on the assessment type.
- **X***: Denotes items required for scope expansion additions requested.



PJLA State Assessment Programs Conformity Assessment Body Assessment Required Uploads

Requested Information	Assessment Type				Upload Folder	Uploaded
	PA	AC	RA	SE		
General Organizational and Management System Information (Upload for all standards & assessment types, as identified)						
General Organizational and Management System Documents and Records					Main Folder: Management System	<input type="checkbox"/>
Organizational chart <ul style="list-style-type: none"> • Site organization chart • Corporate organizational chart, if applicable 	X	X	X		Sub Folder: 1. Organization	<input type="checkbox"/>
Proof of purchase of accreditation standard(s), when applicable		X			Sub Folder: 2. Documentation	<input type="checkbox"/>
Quality manual	X	X	X		Sub Folder: 2. Documentation	<input type="checkbox"/>
Quality-related policies, procedures, work instructions, etc. <ul style="list-style-type: none"> • Provide all standard required and scope related quality and support documentation (Examples include but are not limited to impartiality, document control, complaints, purchasing, vendor qualification, etc.) 	X	X	X		Sub Folder: 2. Documentation	<input type="checkbox"/>
Records of Internal Audits (within last 12 months) <ul style="list-style-type: none"> • Provide internal reports, plans, checklists, results 	X	X	X		Sub Folder: 3. Internal Audit	<input type="checkbox"/>
Records of Management Review (within last 12 months) <ul style="list-style-type: none"> • Provide examples on CAB forms (management review agenda, records, action items) 	X	X	X		Sub Folder: 4. Management Review	<input type="checkbox"/>
Records of Corrective Actions (within last 12 months) <ul style="list-style-type: none"> • Provide examples on CAB forms (include a sampling of records from PT issues, internal audit findings, assessment findings, customer complaints, nonconforming work, etc.) 	X	X	X		Sub Folder: 5. Corrective Action	<input type="checkbox"/>
Records of Complaints (within last 12 months) <ul style="list-style-type: none"> • Provide examples of complaint handling on CAB forms. 		X	X		Sub Folder: 6. Complaints	<input type="checkbox"/>
CA-ELAP Program (In addition to General Organizational and Management System Information Above)						
CA-ELAP Documents and Records					Main Folder CA-ELAP	<input type="checkbox"/>



PJLA State Assessment Programs Conformity Assessment Body Assessment Required Uploads

Requested Information	Assessment Type				Upload Folder	Uploaded
	PA	AC	RA	SE		
Technical Documentation <ul style="list-style-type: none"> Technical procedures, work instructions, process flows for scope-related SOPs 	X	X	X	X*	Sub Folder: Technical Documentation	<input type="checkbox"/>
Control Charts <ul style="list-style-type: none"> Control Charts for each test method/matrix on the scope of accreditation 		X	X	X*	Sub Folder: Control Charts	<input type="checkbox"/>
LOD/LOQ <ul style="list-style-type: none"> Verification/Evaluation of Detection Limit (DL), Limit of Detection (LOD) and Limit of Quantitation (LOQ) for each analyte/method/matrix/prep on the scope of accreditation or application. 		X	X	X*	Sub Folder: LOD/LOQ	<input type="checkbox"/>
PT Results <ul style="list-style-type: none"> Proficiency Testing (PT) results from the last three rounds for the entire scope of accreditation or application and any corrective actions generated from not acceptable results 		X	X	X*	Sub Folder: PT	<input type="checkbox"/>
Metrological Traceability <ul style="list-style-type: none"> Provide examples of evidence of metrological traceability for scope items. This may include calibration certificates or CRM certificates. 		X	X	X	Sub Folder: Traceability	<input type="checkbox"/>
Data Packages <ul style="list-style-type: none"> Provide data packages from a project covering, at a minimum, every technology on the scope. Or Provide one data package generated from the most recent PT. Provide samples of types of reports or certificates issued <p>Note: Data Packages are to include at minimum: Case narrative, summary of results, (e.g., samples, QC and internal</p>		X	X	X*	Sub Folder: Data Packages	<input type="checkbox"/>



PJLA State Assessment Programs Conformity Assessment Body Assessment Required Uploads

Requested Information	Assessment Type				Upload Folder	Uploaded
	PA	AC	RA	SE		
standard/surrogate recoveries), Chain of Custody (CoC), sample receipt, data review/acceptance records, method/equipment performance (e.g., tunes, breakdown reports, mass calibrations), calibration results, supporting and raw data (e.g., instrument logs, standards prep, data sheets, chromatograms, spectra, extraction logs, digestion logs, and instrument sequences/run logs)						
FOAs <ul style="list-style-type: none"> Most up-to-date CA-ELAP FOAs in excel format for all categories to be assessed 		X	X	X*	Sub Folder: FOAs	<input type="checkbox"/>
PJLA LF-56 Working Document Checklists <ul style="list-style-type: none"> Provide completed checklist with document references identified 		X			Sub Folder: PJLA	<input type="checkbox"/>
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) <ul style="list-style-type: none"> Provide examples from Web links, Marketing materials, etc. 			X		Sub Folder: PJLA	<input type="checkbox"/>