

PJLA Update Notification

Update Notification # 32

Update Notification Release Date: 4/6/17

Form/Procedure/Policy: SOP-1 (Accreditation Procedure) and (Accreditation Procedure Series)

Attention All Applicant and Accredited Organizations:

PJLA has recently updated our SOP-1 Accreditation Procedure.

PJLA has created SOP-1 Accreditation Procedure General which accompanies the following SOP-1 Series: SOP-1 Accreditation Procedure DoD ELAP rev 1.0, SOP-1 Accreditation Procedure EPA NLLAP rev 1.0, SOP-1 Accreditation Procedure EPA FCC rev 1.0, SOP-1 Accreditation Procedure Inspection rev 1.0, SOP-1 Accreditation Procedure RMP rev 1.0, SOP-1 Accreditation Procedure TNI EL rev 1.0, SOP-1 Accreditation Procedure TNI NEFAP rev 1.0, SOP-1 Accreditation Procedure Medical-15189 rev 1.0

The SOP-1 Accreditation Procedure rev 1.12 will coincide with specified programs as contracted by the conforming assessment body (CAB).

Adherence examples:

If the CAB is contracted for ISO/EIC 17025:2005 accreditation, the CAB will only be responsible for adhering the requirement noted in SOP-1 Accreditation Procedure rev 1.12.

If the CAB is contracted for ISO/IEC 17025:2005 and DoD ELAP accreditation, the CAB will only be responsible for adhering the requirement noted in SOP-1 Accreditation Procedure rev 1.12 and SOP-1 Accreditation Procedure DoD ELAP rev 1.0

Please download and closely review these changes as they will be assessed at your next assessment.

Summary of Changes

SOP-1 Accreditation Procedure General rev 1.12

Page 1: Note-PJLA offers several supplemental programs above ISO/IEC 17025. Additional supplemental procedures may be available for these programs and shall be applied in addition to this general accreditation procedure.

4.9 This includes, but is not limited to: relocation or modifications of premises, ownership change or merge, personnel changes, equipment changes, changes in main policies or capability to perform the scope of accreditation. PJLA has the right to request an on-site assessment resulting from complaints where evidence of conformity is required. Additionally, follow-up visits may be required in order to confirm CAB's corrective action implementation when severe nonconformities are detected during an assessment

5.1 In cases where an assessor arrives on-site at the (CAB) and detects or is informed of a conflict of interest or a potential conflict of interest by them or by the CAB, then they should contact PJLA headquarters immediately to discuss the issue. If PJLA finds that the assessor is in a position that imposes a conflict of interest with the CAB, then a new assessor will be assigned or the assessment will be terminated. At no such time will PJLA allow the integrity and impartiality of an assessment to be jeopardized due to conflict of interests.

8.1 process or a possible rejection for unacceptable corrective action. (CABs) should submit corrective action on their own corrective action forms and per the (CABs) own procedure for corrective action

13.3 addition of Accreditation Manager Reference

14.1 Modification of process for scope expansion request to include laboratory to complete and LF-63, 64, etc depending on accreditation program.

Thank you.

SOP-1 Accreditation Procedure DoD ELAP rev 1.0

Pg. 1 This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies for The Department of Defense Environmental Laboratory Accreditation Program (DoD ELAP). **This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

2.4 Reference to TNI Standard Volume 1 and 2 (2003) and/or (2009)

5.6 Added to reflect a new process for assigning assessors- Assessors will be assigned to each client based on their qualifications submitted and approved by PJLA. Lead assessors may only be assigned to a client for a maximum period of two accreditation cycles. Once the two year accreditation cycle has expired a new lead assessor will be assigned. The former lead assessor may be assigned with the new lead assessor as a technical assessor as necessary.

7.1 Removal of PT reference to LF-127 Compliance Checker and addition of new requirement (CABs) are responsible for informing their PT providers of the format and distribution of whom PT data should be submitted to at PJLA headquarters. PT data shall be submitted in an Excel based (.csv) format to pt@pjlabs.com. Data shall be submitted within 15 days from the receipt of the completed study.

9.0 replaced with a new requirement for Scope Expansion for both on-site and off-site

10.0 replaced with a new requirement for labs to report to PJLA on any prohibited laboratory practices; and that PJLA will report to the EDQW

Removed references to the version of the QSM

SOP-1 Accreditation Procedure EPA NLLAP rev 1.0

Pg. 1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies for the **National Lead Laboratory Accreditation Program (EPA NLLAP)**. **This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

15.0 Utilization of EPA NLLAP Accreditation Services

15.1 PJLA will ensure through the utilization of our Accreditation Symbol Procedure (SOP-3) that laboratories accredited under this program will utilize language such as the following: EPA-Recognized Testing Lab or EPA-Recognized NLLAP Lab.

SOP-1 Accreditation Procedure TNI NEFAP rev 1.0

Pg 1. PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies for **The NELAC Institute National Environmental Field Activities Program (TNI NEFAP)**. **Both procedures shall be followed for the entirety of this accreditation program**

SOP-1 Accreditation Procedure RMP rev 1.0

Pg. 1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies producing **reference material or certified reference material (ISO Guide 34 or ISO 17034)**. **This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

SOP-1 Accreditation Procedure FCC rev 1.0

Pg. 1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies for the **Federal Communication Commission (FCC) Office of Engineering and Technology (OET) program. This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

SOP-1 Accreditation Procedure Medical-15189 rev 1.0

Pg.1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies **providing medical/clinical laboratory testing (ISO 15189:2012). This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

SOP-1 Accreditation Procedure Inspection-17020 rev 1.0

Pg. 1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies performing **inspection (ISO 17020) activities. This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

SOP-1 Accreditation Procedure TNI EL rev 1.0

Pg. 1 PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies performing **TNI Environmental Laboratory (TNI EL) activities. This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**