

PJLA Update Notification

Update Notification # 38

Update Notification Release Date: 6/1/17

Form/Procedure/Policy:

PJLA SOP-1 DoD ELAP rev 1.1, SOP-1 EPA NLLAP rev 1.1, SOP-1 RMP rev 1.1, SOP-1 TNI NEFAP rev 1.1 and LF-56RMP Working Document Checklist Update

PJLA Applicant/Accredited Organizations:

PJLA has recently updated SOP-1 Series for DoD ELAP, EPA NLLAP, RMP, and TNI NEFAP as well as the LF-56RMP Working Document Checklist. An overview of these changes are listed below. Since none of these changes will critically impact accredited or applicant organizations, the implementation of these will be assessed at your next assessment. Please ensure to retain a copy of the SOP-1 series and LF-56 RMP Working Document Checklist documents from our website at <http://www.pjllabs.com/resources/pjla-documents>.

SOP-1 DoD ELAP rev 1.1

- 1.3 PJLA offers this accreditation program to all interested (CABS) regardless of size, scope of accreditation, or membership in any organization unless otherwise directed by the EDQW.
- 1.4 At no such time will PJLA operate or engage in the operation of an environmental testing laboratory.
- 2.3 DoD Environmental Laboratory Accreditation Program (ELAP) Conditions and Criteria for the Recognition of Accreditation Bodies; Appendix A Suspending and Withdrawing DoD ELAP Recognition
- 3.1 PJLA is recognized by Department of Defense EDQW to accredit (CABS) to the DoD QSM by means of the continuation and good standing of the ILAC/APLAC international MRAs and adherence to the criteria and condition criteria and Appendix A Suspending and Withdrawing DoD ELAP Recognition set forth by the DoD for this program
- 4.1 PJLA maintains adequate financial resources for this accreditation program as required in the ISO 17011 standard.
- 5.4 All assessors shall complete a basic training and work experience in accordance to PJLA Personnel Procedure (SOP-2) including basic ISO/IEC 17025:2005 training, NELAC Training and DoD QSM Training. Annual refresher training will be provided to address (for example): regulations; accreditation processes and procedures and requirements; records and documents; data analysis, reduction and reporting; and measurement methods and techniques; and other topics to improve assessment and communication skills. Curriculums for annual training will be provided to the EDQW for review and approval prior to execution. Any changes to our assessor training curriculum will be provided to the EDQW at least every two years. PJLA will notify and invite members of the EDQW to all training activities.

- 5.6 All qualifications and training will be documented in the assessor files. Evidence of training will be documented on a PJLA training record (LF-26) and provided to the EDQW as required. Certificates of training will be provided for participation courses or when training with relevant exams for extensive standard changes take place. Assessors that are not in attendance at annual training sessions will be provided with the documented information to confirm their understanding and will be requested to sign a training record upon their review.
- 6.1 PJLA will perform on-site assessments of (CABs) laboratory systems to include the latest version of the DoD QSM and PJLA Policy Requirements. Each assessment will include the completion of a checklist and supplemental documents that provide sufficient evidence that all applicable elements of the DoD QSM have been assessed. The EDQW will be notified 30 days in advance of any assessments scheduled including on-site or off-site assessments and scope expansions. A monthly updated list of pending assessments will be provided to the EDQW. PJLA will cooperate with the EDQW in all cases when (CABs) are selected to be witnessed. Prior to each assessment PJLA will require documentation to be submitted that includes: the quality manual, SOPs, PT listing/results/data packages, method validation results, mass calibration results (if applicable), previous audit reports, LOD/LOQs, Laboratory Control Limits/Charts for Laboratory Control Sample for each method, training records, standards traceability, technical justification for method modifications and a completed PJLA DoD ELAP checklist. Assessors shall review the above documents prior to and during assessments.
- 8.1 PJLA currently accredits (CABs) for a two-year accreditation cycle, supplemented with yearly surveillance assessments. Accreditation and re-accreditation assessments involve a full system assessment of the (CAB). Any extensions issued to (CAB's) certificate will be provided to the EDQW within 5 working days with the rationale of the expiration date of the extension.
- 9.1 PJLA will follow its documented procedures in the conduct of the assessments, documentation of findings (non-conformities/observations), and on-site reports. PJLA assessors will be expected to leave the documentation of findings and the report with the organization at the conclusion of the closing meeting. Also, the lead assessor is expected to send this documentation to PJLA HQ within 10 days from the end of the assessment (with allowances for travel, weekends, etc.). Assessment reports and/or laboratory disclosures related to inappropriate practices as identified in the DoD QSM. will be submitted to the EDQW within 10 days of the on-site assessment.
- 10.1 In accordance with the DoD ELAP QSM, laboratories shall report and submit the associated corrective action on any instances of inappropriate and prohibited laboratory practices discovered during any internal or external assessment or investigation to PJLA as soon as practicable. PJLA will be required to communicate this to the EDQW of the lab's deviation from the requirements of the QSM no later than 10 days from the assessment.
- 14.1 PJLA only issues certificates of accreditation upon the final approval of the Executive Committee. These certificates will contain the effective date, the scope of accreditation (matrices, method, technology, analyte), expiration date and date of last on-site assessment. Information from the scope of accreditation will be prepared on a Denix load sheet and submitted to the EDQW for uploading. A listing of all accredited (CABs) will be published on the PJLA site to include the: CAB name, address, phone number, scope of accreditation. Any changes to the

(CAB's) status will be indicated on the PJLA website and the EDQW will be notified within 5 business days of the change.

- 15.1 PJLA will comply at all times with the criteria and condition set forth by the DoD for the administration of this program. PJLA will participate in EDQW annual meetings and conference calls as part of the continual improvements efforts for the DoD ELAP. PJLA will maintain continuation of international recognition by ILAC and APLAC for testing. The EDQW will be informed of PJLA's ILAC/APLAC evaluation schedule at least 3months prior to the scheduled date to invite a member to participate and will be notified within 30 days of any changes to our signatory status. Any documents developed for the evaluation will be submitted 30 days in advance. Reports resulting from the evaluation will be submitted to the EDQW for review within 30-days of receipt. PJLA will report any changes to EDQW of any major changes within 15 calendar days that affect PJLA such as : legal, commercial, organizational or ownership status, organizational and management (i.e. key managerial staff), quality management system policies or procedures where appropriate, location change, personnel, facilities, working environment or other resources, authorized representative for the program or any other matters that could affect the PJLA's capability, scope of recognized activities, or compliance with the EDQW requirements and relevant technical documents. Any disputes or appeals made in regard to the requirements of the DoD QSM will be forwarded to the EDQW for resolution.

SOP-1 EPA NLLAP rev 1.1

- 6.1 Continuing education training shall occur every two years for qualified assessors per (EPA document No. 747-R-92-005).

SOP-1 RMP rev 1.1

- 3.2 RMP assessors will possess a Bachelor's degree (or higher) in a scientific/technical discipline or have equivalent experience in testing and/or calibration, production/quality control, statistics, reference material production or distribution. Initially, assessors in the beginning of the program will not have to be witnessed or supervised if they have completed at least four other on-site assessments and have been determined to be proficient by PJLA. To be qualified all assessors will have to participate in at least four on-site assessments under the supervision of a qualified assessor. If the assessor is already a qualified assessor for another PJLA program, then the assessor will only need to be witnessed or supervised for one on-site assessment, at a minimum. Any supervised assessment shall be documented on an Assessor Evaluation Form (LF-100).

SOP-1 TNI EL rev 1.1

- 1.0 The TNI Environmental Standard (s) Volume I and II are designed to assess the competency and capability of environmental and drinking water laboratories. This standard(s) and/or criteria utilized for this program is the TNI Standard Volume 1 2, 3 (2003) and/or (2009). The United States Environmental Protection Agency's (EPA) Manual for the Certification of Laboratory's Analyzing Drinking Water, Fifth Edition will be utilized as required for any drinking water testing facility
- 4.2.2 Assessors shall have taken a general basic assessor training for the TNI NELAC program or equivalent as deemed by the TNI. Assessors that have had basic

ISO/IEC 17025 lead assessor training and NELAC standard overview training will meet PJLA's assessor criteria for this program. An exam with a passing score should be documented in the assessor file.

- 4.2.3 Assessors assessing to the EPA Manual for the Certification of Laboratory's Analyzing Drinking Water, Fifth Edition Criteria shall take the EPA Drinking Water Class initially and every 5 years after. The assessor shall have a certificate for the appropriate class by the matrix they assess i.e. chemistry (organic, inorganic), microbiology, radiochemistry etc.

LF-56 RMP Working Document Checklist rev 1.2

Addition of verbiage and questions directly related to APLAC TC 008:2015 specified clauses.

Thank you!