PJLA 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 Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	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**	☐
Proof of ISO 9001 registration if option B is claimed		X	X	X		**Sub Folder: 1. Organization**	☐
Organizational chart • Site organization chart • Corporate organizational chart, if applicable	X	X	X			**Sub Folder: 1. Organization**	☐
Proof of purchase of accreditation standard(s)		X				**Sub Folder: 2. Documentation**	☐
Quality manual or equivalent, if used	X	X	X	X		**Sub Folder: 2. Documentation**	☐
Quality-related policies, procedures, work instructions, etc. • 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	X		**Sub Folder: 2. Documentation**	☐
Records of Internal Audits (within last 12 months) • Provide internal reports, plans, checklists, results	X	X	X	X		**Sub Folder: 3. Internal Audit**	☐
Records of Management Review (within last 12 months) • Provide examples on CAB forms (management review agenda, records, action items)	X	X	X	X		**Sub Folder: 4. Management Review**	☐
Records of Corrective Actions (within last 12 months) • 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**	☐
Records of Complaints (within last 12 months) • Provide examples of complaint handling on CAB forms.		X	X			**Sub Folder: 6. Complaints**	☐
Records of Appeals (within last 12 months) (17043 and 17065 only)		X	X			**Sub Folder: 7. Appeals**	☐

Form #
LF-116 General CAB Prelim Doc Requirements
Issued: 3/18
Revised: 02/25
Rev 1.1
Page 2 of 10

Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
• Provide examples of appeal handling on CAB forms.							
ISO/IEC 17020 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO/IEC 17020 Documents and Records						**Main Folder: 17020**	☐
IB Type • Provide evidence supporting the type of inspection body (A, B, C)	X	X	X			**Sub Folder: 1. IB Type**	☐
Technical Documentation • Provide technical procedures, work instructions, process flows for scope-related items	X	X	X	X	X*	**Sub Folder: 2. Technical Documentation**	☐
Report • Provide samples of types of reports issued	X	X	X	X	X*	**Sub Folder: 3. Inspection Reports**	☐
PT Plan (LF-81) when available for CAB inspections • Provide an updated LF-81 PT Plan covering the current year and the next three years		X	X	X	X*	**Sub Folder: 4. Proficiency Testing**	☐
PT results when available for CAB inspections • Provide most recent PT results covering the last calendar year		X	X	X		**Sub Folder: 4. Proficiency Testing**	☐
Updated LF 21 Supplement • **For initial accreditation assessments only**: please complete tab 2 with details of your inspection organization. • **For accredited inspection bodies**, please review the attached LF-21 Supplement Inspection and update as necessary. If no changes are made please sign and return this form as evidence that this has been reviewed by your organization.	X	X	X			**Sub Folder: 5. PJLA**	☐
PJLA LF-56 Working Document Checklist • Provide completed checklist with document references identified		X				**Sub Folder: 5. PJLA**	☐

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 3 of 10

PJLA Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) • Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 5. PJLA**	☐
ISO/IEC 17025 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO/IEC 17025 Documents and Records						**Main Folder 17025**	☐
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X	X	X*	**Sub Folder: 1. Technical Documentation**	☐
Supporting uncertainty budgets for the scope • Calibration labs provide uncertainty budgets to support all the CMC(s) from the scope of accreditation • Testing laboratories provide uncertainty evaluations for scope items		X	X	X	X*	**Sub Folder: 2. Uncertainty**	☐
PT Plan (LF-81) • Provide an updated LF-81 PT Plan covering the current year and the next three years		X	X	X	X*	**Sub Folder: 3. Proficiency Testing**	☐
PT/ILC/PT Alternative results • Provide most recent PT/ILC/ PT Alternative results covering the last calendar year		X	X	X		**Sub Folder: 3. Proficiency Testing**	☐
Validation/ Verification • Provide examples of method validation for non-standard or laboratory-developed methods or verification data for methods from authoritative sources		X			X*	**Sub Folder: 4. Val-Ver**	☐
Metrological Traceability • Provide examples of evidence of metrological traceability for scope items. This may include calibration certificates or CRM certificates.		X	X	X	X*	**Sub Folder: 5. Traceability**	☒
Report • Provide samples of types of reports or certificates issued		X	X	X	X*	**Sub Folder: 6. Reports/Certificates**	☐

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 4 of 10

PJLA Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
PJLA LF-56 Working Document Checklist • Provide completed checklist with document references identified		X				**Sub Folder: 7. PJLA**	☐
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) • Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 7. PJLA**	☐
Uploads for ISO 17034 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO 17034 Documents and Records						Main Folder: 17034	☐
Provide CRM certification packages for each characterization strategy identified on the scope of accreditation in the subfolders below **If CAB is only accredited for RMs, provide only applicable evidence.**							
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X	X	X*	**Sub Folder: 1. Technical Documentation**	☐
RM/CRM Production Plans • Provide production plan		X	X	X	X*	**Sub Folder: 2. Production**	☐
RM/CRM preparation records		X	X	X	X*	**Sub Folder: 2. Production**	☐
CRM Metrological Traceability • Records of how the CRM traceability is established.		X	X	X	X*	**Sub Folder: 3. Traceability**	☐
CRM Homogeneity • Homogeneity assessment study worksheets (with formulas accessible) • Evaluation documentation, if not experimental		X	X	X	X*	**Sub Folder: 4. Homogeneity**	☐
CRM Stability • Stability assessment study worksheets (with formulas accessible) • Evaluation documentation, if not experimental		X	X	X	X*	**Sub Folder: 5. Stability**	☐
RM/CRM Value Assignment • **RM:** Characterization worksheets (with formulas accessible)		X	X	X	X*	**Sub Folder: 6. Value Assignment**	☐

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 5 of 10

PJLA Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
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• **CRM:** Value Assignment and uncertainty worksheets (with formulas accessible)							
Certificates • **RM:** Provide samples of types of product information sheets issued • **CRM:** Provide samples of types of product information sheets certificates issued	X	X	X	X	X*	**Sub Folder: 7. Certificates**	☐
PT Plan (LF-81) (if RMP or subcontractor whose data is used in determining value assignment is not ISO/IEC 17025 accredited) • Provide an updated LF-81 PT Plan covering the current year and the next three years		X	X	X	X*	**Sub Folder: 8. Proficiency Testing**	☐
PT/ILC/PT Alternative results if RMP or subcontractor whose data is used in determining value assignment is not ISO/IEC 17025 accredited) • Provide most recent PT/ILC/ PT Alternative results covering the last calendar year		X	X	X		**Sub Folder: 8. Proficiency Testing**	☐
Subcontractors (if used) • List of subcontracted activities • List of subcontractors used (name, address, and how subcontractor was approved		X	X	X	X*	**Sub Folder: 9. Subcontractors**	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				**Sub Folder: 10. PJLA**	☐
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 10. PJLA**	☒
ISO/IEC 17043 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO/IEC 17043 Documents and Records						**Main Folder: 17043**	☐
Provide PT schemes packages for each procedure used for determining the assigned values and PT scheme packages for sampling of fields on the scope of accreditation used for the scope of accreditation in the subfolders below.							

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 6 of 10

PJLA Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
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Note: Procedures used for determining the assigned values (examples include but are not limited to formulation; a certified reference material; results from one laboratory, consensus value from expert laboratories, consensus value from participant results (a chosen subset, or all participants).							
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X	X	X*	**Sub Folder: 1. Technical Documentation**	☐
PT Plan (LF-81) (if PTP or subcontractor whose data is used as a reference value is not ISO/IEC 17025 accredited) • Provide an updated LF-81 PT Plan covering the current year and the next three years		X	X	X	X*	**Sub Folder: 2. Proficiency Testing**	☐
PT/ILC/PT Alternative results (if PTP or subcontractor whose data is used as a reference value is not ISO/IEC 17025 accredited) • Provide most recent PT/ILC/ PT Alternative results covering the last calendar year		X	X	X		**Sub Folder: 2. Proficiency Testing**	☐
Scheme Design • Scheme design documents		X	X	X	X*	**Sub Folder: 3. Scheme**	☐
Homogeneity • Homogeneity assessment study worksheets (with formulas accessible)		X	X	X	X*	**Sub Folder: 4. Homogeneity**	☐
Stability • Stability assessment study worksheets (with formulas accessible)		X	X	X	X*	**Sub Folder: 5. Stability**	☐
Value Assignment • Value assignment worksheets (with formulas accessible) • Participant data evaluation methods worksheets (with formulas accessible)		X	X	X	X*	**Sub Folder: 6. Value Assignment**	☐
Instructions • Instructions to participants		X	X	X	X*	**Sub Folder: 7. Instructions**	☐
Reports • Participant Evaluation Reports		X	X	X	X*	**Sub Folder: 8. Reports**	☐
Subcontractors (if used) • List of subcontracted activities		X	X	X	X*	**Sub Folder: 9. Subcontractors**	☐

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 7 of 10

PJLA Conformity Assessment Body
Preliminary Assessment Document Submission Requirements

Requested Information	Assessment Type					Upload Folder	Uploaded
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• List of subcontractors used (name, address, and how subcontractor was approved							
PJLA LF-56 Working Document Checklist • Provide completed checklist with document references identified		X				**Sub Folder: 10. PJLA**	☐
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) • Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 10. PJLA**	☐
ISO 15189 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO 15189 Documents and Records						**Main Folder 15189**	☐
Technical Documentation • Technical procedures, work instructions, process flows for scope-related SOPs	X	X	X	X	X*	**Sub Folder: 1. Technical Documentation**	☐
Supporting uncertainty budgets for the scope • Provide uncertainty evaluations for scope items		X	X	X	X*	**Sub Folder: 2. Uncertainty**	☐
PT Plan (LF-81) • Provide an updated LF-81 PT Plan covering the current year and the next three years		X	X	X	X*	**Sub Folder: 3. Proficiency Testing**	☐
PT/IQA/ILC/PT Alternative results • Provide most recent PT/IQA/ILC/ PT Alternative results covering the last calendar year		X	X	X		**Sub Folder: 3. Proficiency Testing**	☐
Validation/ Verification • Provide examples of method validation for non-standard or laboratory-developed methods or verification data for methods from authoritative sources		X			X*	**Sub Folder: 4. Val-Ver**	☐
Report • Provide samples of types of reports issued		X	X	X	X*	**Sub Folder: 5. Reports**	☐
PJLA LF-56 Working Document Checklist		X				**Sub Folder: 6. PJLA**	☐

Form #
LF-116 General CAB Prelim Doc Requirements

Issued: 3/18
Revised: 02/25

Rev 1.1
Page 8 of 10

Requested Information	Assessment Type					Upload Folder	Uploaded
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• Provide completed checklist with document references identified							
Evidence of PJLA Symbol Use/ References to Accreditation (including use with or without ILAC Mark) • Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 6. PJLA**	☐
ISO/IEC 17065 CABs **(In addition to General Organizational and Management System Information Above)**							
ISO/IEC 17065 Documents and Records						**Main Folder: 17065**	☐
Scheme Ownership • Provide evidence supporting scheme ownership		X	X	X		**Sub Folder: 1. Ownership**	☐
Technical Documentation • Provide scheme documents in support scope-related items	X	X	X	X	X*	**Sub Folder: 2. Technical Documentation**	☐
Agreement • Provide the agreement for the provision of certification activities to clients.	X	X	X	X	X*	**Sub Folder: 2. Technical Documentation**	☐
Directory • Provide the directory of certified product(s), process(es) or service(s) for schemes identified on the scope.		X	X	X		**Sub Folder: 3. Directory**	☐
PJLA LF-56 Working Document Checklist • Provide completed checklist with document references identified		X				**Sub Folder: 4. PJLA**	☐
Evidence of PJLA Symbol Use/ References to Accreditation • Provide examples from Web links, Marketing materials, Labels, etc.			X	X		**Sub Folder: 4. PJLA**	☐

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Preliminary Assessment Document Submission Requirements

PJLA Internal Use Only Required if Recommendation to Not Proceed with Initial Accreditation Assessment (AC Only))

If you do not recommend proceeding with the assessment, please provide your reasoning below:

Lead Assessor:	Date: