



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 provided 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 the **required documentation** to the appropriate CAB Documents **folder** as per the table below. All CABs should submit the required documentation as indicated in the first table "General Organizational..." along with any subsequent tables that reflect the standard being assessed to.

3. Required Documentation and Assessment Type Indicators

Please upload only the **required documentation** for your scheduled **assessment type** (PA, AC, RA, SA, SE) as indicated in the table below. If you have a multi-assessment type assessment, please provide documentation as indicated under both columns (e.g. SA,SE).

- **X**: Indicates required uploads based on the assessment type.

Assessment Type Key

PA – Pre-Assessment **AC** – Initial Accreditation Assessment **SE** – Scope Expansion **SA** – Surveillance Assessment **RA** – Reassessment



PJLA Conformity Assessment Body

Preliminary Assessment Document Submission Requirements

General Organizational and Management System Information for All Standards							
Additional Technical Information Required is identified in the standard tables below.							
Requested Information	Assessment Type					Upload Sub Folder	Uploaded
	PA	AC	RA	SA	SE		
Proof of ISO 9001 registration if option B is claimed		X	X	X		Folder 1. Organization	☐
Organizational chart - Site organization chart - Corporate organizational chart, if applicable	X	X	X			Folder 1. Organization	☐
Proof of purchase of accreditation standard(s)		X				Folder 2. Documentation	☐
Quality manual or equivalent, if used	X	X	X	X		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		Folder 2. Documentation	☐
Records of Internal Audits (within last 12 months) Provide internal reports, plans, checklists, results	X	X	X	X		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		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		Folder 5. Corrective Action	☐
Records of Complaints (within last 12 months) Provide examples of complaint handling on CAB forms		X	X			Folder 6. Complaints	☐
Records of Appeals (within last 12 months) (17043 and 17065 only) Provide examples of appeal handling on CAB forms		X	X			Folder 7. Appeals	☐



PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

Regulatory/Statutory Requirements (if applicable) - Provide a consolidated list of imposed requirements that directly influence the reporting of your conformity assessment activities listed on your scope of accreditation Example: - Federal/National laws and regulations (e.g., EPA, FDA, USDA, OSHA, DOT, NRC; or the equivalent in your country/region) - State/Provincial/Regional regulations (e.g., environmental laboratory accreditation statutes, cannabis program rules, public health regulations) - Local/County requirements if they impose specific obligations relevant to your testing/calibration/sampling activities - International/sectoral regulations you must follow due to market access or customer/regulator obligations (e.g., EU regulations for products placed on the EU market, Transport of Dangerous Goods, etc.) <i>Please exclude voluntary standards and guidance (e.g., ISO/IEC 17025, ISO 17034, ASTM, AOAC, USP) unless they are explicitly incorporated by reference into law/regulation. If incorporated, cite the regulation and the associated revision/edition.</i>	X	X	X	X	X	Folder PJLA (folder for relevant standard assessed)	☐
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PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

Additional Technical Uploads for Inspection Bodies

The information identified below is to be uploaded within the subfolders indicated under the 17020 folder.							
Requested Information	Assessment Type					Upload Sub Folder	Uploaded
	PA	AC	RA	SA	SE		
IB Type Provide evidence supporting the type of inspection body (A, B, C)	X	X	X			Folder 1. IB Type	☐
Technical Documentation Technical procedures, work instructions, process flows, etc., for scope-related activities	X	X	X	X	X	Folder 2. Technical Documentation	☐
Report Provide samples of types of reports issued	X	X	X	X	X	Folder 3. Inspection Reports	☐
PT Plan (LF-81) when available for CAB inspections Provide an updated PT Plan covering the current year and the next three years (if applicable)		X	X	X	X	Folder 4. Proficiency Testing	☐
PT results when available for CAB inspections Provide most recent PT results covering the last calendar year (if applicable)		X	X	X		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		Folder 5. PJLA	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				Folder 5. 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		Folder 5. PJLA	☐

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PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

Additional Uploads for Calibration, Testing and Sampling Laboratories

The information identified below is to be uploaded within the subfolders indicated under the 17025 folder.							
Requested Information	Assessment Type					Upload Sub Folder	Uploaded
	PA	AC	RA	SA	SE		
Technical Documentation Technical procedures, work instructions, process flows, etc., for scope-related activities	X	X	X	X	X	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	Folder 2. Uncertainty	☐
PT Plan (LF-81) Provide an updated PT Plan covering the current year and the next three years		X	X	X	X	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		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	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	Folder 5. Traceability	☐
Report Provide samples of types of reports or certificates issued		X	X	X	X	Folder 6. Reports/Certificates	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				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		Folder 7. PJLA	☐

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PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

Additional Uploads Required for Reference Material Producers

The information identified below is to be uploaded within the subfolders indicated under the 17034 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
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, etc., for scope-related activities	X	X	X	X	X	Folder 1. Technical Documentation	☐
RM/CRM Production Plans Provide production plan		X	X	X	X	Folder 2. Production	☐
RM/CRM preparation records		X	X	X	X	Folder 2. Production	☐
CRM Metrological Traceability Records of how the CRM traceability is established.		X	X	X	X	Folder 3. Traceability	☐
CRM Homogeneity - Homogeneity assessment study worksheets (with formulas accessible) - Evaluation documentation, if not experimental		X	X	X	X	Folder 4. Homogeneity	☐
CRM Stability - Stability assessment study worksheets (with formulas accessible) - Evaluation documentation, if not experimental		X	X	X	X	Folder 5. Stability	☐
RM/CRM Value Assignment RM: Characterization worksheets (with formulas accessible) CRM: Value Assignment and uncertainty worksheets (with formulas accessible)		X	X	X	X	Folder 6. Value Assignment	☐
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	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 PT Plan covering the current year and the next three years		X	X	X	X	Folder 8. Proficiency Testing	☐



PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

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		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	Folder 9. Subcontractors	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				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		Folder 10. PJLA	☐

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Additional Uploads Required for Proficiency Testing Providers

The information identified below is to be uploaded within the subfolders indicated under the 17043 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
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.							
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, etc., for scope-related activities	X	X	X	X	X	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 PT Plan covering the current year and the next three years		X	X	X	X	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		Folder 2. Proficiency Testing	☐
Scheme Design Scheme design documents		X	X	X	X	Folder 3. Scheme	☐
Homogeneity Homogeneity assessment study worksheets (with formulas accessible)		X	X	X	X	Folder 4. Homogeneity	☐
Stability Stability assessment study worksheets (with formulas accessible)		X	X	X	X	Folder 5. Stability	☐
Value Assignment - Value assignment worksheets (with formulas accessible) - Participant data evaluation methods worksheets (with formulas accessible)		X	X	X	X	Folder 6. Value Assignment	☐
Instructions Instructions to participants		X	X	X	X	Folder 7. Instructions	☐
Reports Participant Evaluation Reports		X	X	X	X	Folder 8. Reports	☐



PJLA Conformity Assessment Body Preliminary Assessment Document Submission Requirements

Subcontractors (if used) - List of subcontracted activities - List of subcontractors used (name, address, and how subcontractor was approved)		X	X	X	X	Folder 9. Subcontractors	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				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		Folder 10. PJLA	☐

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Additional Uploads Required for Medical Laboratories

The information identified below is to be uploaded within the subfolders indicated under the 15189 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
Technical Documentation Technical procedures, work instructions, process flows, etc., for scope-related activities	X	X	X	X	X	Folder 1. Technical Documentation	☐
Supporting uncertainty budgets for the scope Provide uncertainty evaluations for scope items		X	X	X	X	Folder 2. Uncertainty	☐
PT Plan (LF-81) Provide an updated PT Plan covering the current year and the next three years		X	X	X	X	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		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	Folder 4. Val-Ver	☐
Report Provide samples of types of reports issued		X	X	X	X	Folder 5. Reports	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				Folder 6. 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		Folder 6. PJLA	☐

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Additional Uploads Required for Products, Processes, and Services Certification

The information identified below is to be uploaded within the subfolders indicated under the 17065 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
Scheme Ownership - Provide evidence supporting scheme ownership - Provide scheme validation documents		X	X	X		Folder 1. Ownership	☐
Technical Documentation Scheme documentation	X	X	X	X	X	Folder 2. Technical Documentation	☐
Agreement Provide the agreement for the provision of certification activities to clients.	X	X	X	X	X	Folder 2. Technical Documentation	☐
Directory Provide the directory of certified product(s), process(es) or service(s) for schemes identified in the scope.		X	X	X		Folder 3. Directory	☐
PJLA LF-56 Working Document Checklist Provide completed checklist with document references identified		X				Folder 4. PJLA	☐
Evidence of PJLA Symbol Use/ References to Accreditation Provide examples from Web links, Marketing materials, Labels, etc.			X	X		Folder 4. PJLA	☐

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Additional Uploads Required for Personnel Certification Bodies

The information identified below is to be uploaded within the subfolders indicated under the 17024 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
Scheme Ownership Provide evidence supporting scheme ownership		X	X	X		Folder: 1. Ownership	☐
Agreement Provide the agreement for the provision of certification activities to clients.	X	X	X	X	X	Folder: 2. Technical Documentation	☐
Directory Provide the directory of certified persons for schemes identified on the scope.		X	X	X		Folder: 3. Directory	☐
PJLA LF-56-PCB-WD Checklist Provide completed checklist with document references identified		X				Folder: 4. PJLA	☐
Evidence of PJLA Symbol Use/ References to Accreditation Provide examples from Web links, Marketing materials, Labels, etc.			X	X		Folder: 4. PJLA	☐
Technical Documentation Technical procedures, work instructions, process flows, etc., for scope-related activities	X	X	X	X	X	Folder: 2. Technical Documentation	☐

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Additional Uploads Required for Training Provider Curriculum Developers (TPCD)

The information identified below is to be uploaded within the subfolders indicated under the ASTM E2659 folder.							
Requested Information	Assessment Type					Upload Folder	Uploaded
	PA	AC	RA	SA	SE		
Program Ownership Provide evidence supporting program ownership		X	X	X		Folder: 1. Ownership	☐
Program Documentation Provide documents in support scope-related items as described	X	X	X	X	X	Folder: 2. Program Documentation	☐
Directory Provide the directory of provided programs for schemes identified on the scope.		X	X	X		Folder: 3. Directory	☐
PJLA LF-56-TPCD-WD Checklist Provide completed checklist with document references identified		X				Folder: 4. PJLA	☐
Evidence of PJLA Symbol Use/ References to Accreditation Provide examples from Web links, Marketing materials, Labels, etc.			X	X		Folder: 4. PJLA	☐

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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: