

PJLA Update Notification

Update Notification # 81

Update Notification Release Date: February 14, 2025

Form/Procedure/Policy: LF-116 Assessment Readiness Review Checklist for Environmental, State and General Programs (ISO/IEC 17025, ISO/IEC 17020, ISO 17034, ISO/IEC 17043, ISO 15819, ISO/IEC 17065)

Attention PLA Applicant/Accredited Organizations:

Effective Immediately

PJLA has revised its **LF-116 Assessment Readiness Review Series Checklist** to enhance document submission efficiency and alignment with accreditation requirements.

Effective immediately, the checklist has been renamed:

PJLA CAB Preliminary Assessment Document Submission Requirements

Additionally, PJLA has introduced three distinct **LF-116 forms**, categorized based on the applicable accreditation standard:

1. **General LF-116** – Covers:
 - **ISO/IEC 17025** (Testing/Calibration Labs)
 - **ISO/IEC 17020** (Inspection Bodies)
 - **ISO 17034** (Reference Material Producers)
 - **ISO/IEC 17043** (Proficiency Testing Providers)
 - **ISO 15189** (Medical Laboratories)
 - **ISO/IEC 17065** (Certification Bodies)
2. **Environmental LF-116** – Covers:
 - **Department of Defense (DoD)**
 - **Department of Energy (DOE)**
 - **TNI NGAB** (National Environmental Laboratory Accreditation Program)
 - **TNI NEFAP** (National Environmental Field Activities Program)
3. **State LF-116** – Covers:
 - **California Environmental Laboratory Accreditation Program (CA ELAP)**

Key Updates:

- Each checklist has been **completely revised and reorganized** to ensure a more structured and efficient document submission process.

- A **new CAB folder structure** will be implemented to correspond with the applicable **LF-116 form** during the next scheduled assessment.
- The new document submission requirements provide detailed guidance on:
 - **Submission Timeline and Methods**
 - **Assessment-Specific Documentation Requirements**
 - **Standard-Specific Compliance Requirements**

Revised Folder Structure:

- The new folder system is **no longer ISO/IEC 17025-centric**; instead, it is designed to **accommodate the specific requirements of each accreditation standard**.
- Documents will now be categorized into the following folders:
 1. **Management System Documents and Records**
 2. **Technical Documentation and Records**
 3. **PJLA-Required Documentation**

PJLA appreciates your cooperation in implementing these changes. For any questions or additional clarification, please contact your **PJLA representative** or refer to the updated **LF-116 General CAB Preliminary Documentation Requirements (Rev 1.2)**.

Thank you for your continued commitment to accreditation excellence!