

## ATTACHMENT 5

### Checklist for Reviewing Quality Management System

Please use this checklist to identify the elements present in your laboratory's Quality Management System. Note: This checklist is required only if your laboratory does not have accredited or certified quality system.<sup>1</sup>

Quality Management System	Yes	No	Comments
1. Training documentation			
2. Preventative maintenance			
3. Sample control			
4. Equipment monitoring			
5. Equipment calibration			
6. Quality control checks and frequency			
7. Data reporting, review and approval			
8. Managerial review			
9. Internal audits			
10. Corrective action contingencies			
11. Organization and Personnel			
11.1 Policy and Objectives			
11.2 Management			
11.2.1 Organization			
11.2.2 Assignment of QA/QC responsibilities			
11.2.3 Reporting relationships			
11.2.4 QA document control procedures			
11.2.5 QA Program Assessment Procedures – the process used to plan, implement, and assess the work performed			
12. Key Personnel			
12.1 Resumes			
12.2 Education and Experience			
12.3 Training Records and Progress			
13. Facilities and Equipment			
13.1 Instrumentation and Backup Alternatives			
13.2 Maintenance Activities and Schedule			
14. Document Control			
14.1 Laboratory Notebook Policy			
14.2 Sample Tracking/Custody Procedure			
14.3 Logbook Maintenance and Archiving Procedures			
14.4 Sample group file Organization, Preparation, and Review Procedures			
14.4.1 Procedures for Preparation, Approval, Review, Revision, and Distribution of Standard Operating Procedures			
14.4.2 Process for Revision of Technical or Documentation Procedures			
15. Analytical Methodology			

<b>Quality Management System</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
15.1 Calibration Procedures and Frequency			
15.2 Sample Preparation/Extraction Procedures			
15.3 Sample Analysis Procedures			
15.4 Standards Preparation Procedures			
15.5 Decision Processes, Procedures, and Responsibility for Initiation of Corrective Action			
16. Data Generation			
16.1 Data Collection Procedures			
16.2 Data Reduction Procedures			
16.3 Data Validation Procedures			
16.4 Data Reporting and Authorization Procedures			
17. Quality Control			
17.1 Solvent, Reagent, and Adsorbent <sup>2</sup> Check Analysis			
17.2 Reference Material Analysis			
17.3 Internal QC Checks			
17.4 Corrective Action and Determination of QC Limit Procedures			
18. Quality Assurance			
18.1 Data QA			
18.2 Systems/Internal Audits			
18.3 Performance/External Audits			
18.4 Corrective Action Procedure			
18.5 QA Reporting Procedures			
18.6 Responsibility Designation			

Note:

1 This checklist has been harmonized with the requirements of a quality system as agreed upon by members of the Integrated Consortium of Laboratory Networks.

2 Adsorbent Check Analysis – An adsorbent solution is typically used to trap a gaseous form of an analyte for further analysis. These could be impinger solutions used to sample for gaseous compounds in the field if originally prepared by the laboratory, or adsorbent solutions used in preparing a sample for analysis. An example use in the laboratory would be the alkali solution used to trap cyanide distilled as HCN from a sample for subsequent colorimetric analysis.