



Title:
ATTACHMENT A – EXAMPLES OF AUDIT SCHEDULES

Effective Date:
10-01-03
Revised:
01-20-12

EXAMPLE 1:

Review Activity	Reviewer	Review Forms	Schedule/Required Amount
Lab Analyst Worksheets	Supervisors Laboratory Director Name	Analyst Worksheet QA Review	Quarterly – Minimum of 2 per analyst per year Quarterly – 9 Class 1 and 2 per quarter Quarterly – 7 Class 3 per quarter
Sample Accountability	Name	Sample Accountability QA Review	Quarterly – 15 per quarter randomly selected from FACTS electronic records: 10 Active – 5 Assigned In Process or In-Process and 5 Unassigned 5 Completed
Oral Review	Name	Oral QA Review	Depending on workload and availability of COs 1 review per analyst or technician every 4 years
Lab On-Site Review	Supervisors	On-Site QA Review	1 review per analyst per year
Laboratory Controls	Name	Maintenance & Calibration of Equipment Standards, Reagents, Media & Miscellaneous Environmental Controls	Quarterly – 5 instruments per quarter Quarterly – 6 per quarter Quarterly – 7 per quarter
Internal System Audit Report	QMS; assigned auditors	Audit Summary Report (See schedule)	Annually (Report-2nd Quarter)
Management Review Report	District Director; QMS	Management Review Memo	Annually (Report-2nd Quarter)



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Example 2: Monthly Fiscal Year Schedule

ISO Element No.	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
4.1, 4.2												
4.3,4.6												
4.4,4.15												
4.8,4.9												
4.11, 4.12												
4.13, 4.14												
5.2, 5.3												
5.4, 5.5												
5.6, 5.8												
5.9,5.10												
COMPLETED												



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EXAMPLE 3: Quarterly Fiscal Year Schedule

Element to be Audited	17025 Reference	Activities checked	Schedule (To Be Determined by Laboratory)
Organization	4.1	Organization Charts (up-to-date); responsibilities & job descriptions documented	1st Quarter of Fiscal Year
Quality Management System	4.2	Lab Manual; QMS.8 (up-to-date)	1st Quarter of Fiscal Year
Document Control	4.3	QMS.1; MasterList.mdb	1st Quarter of Fiscal Year
Review of Requests and Contracts	4.4	Work Plan Review	
Purchasing Services and Supplies	4.6	ADM.1; ADM.2; purchasing files	1st Quarter of Fiscal Year
Complaints	4.8	QMS.4; CC1.mdb (up-to-date)	1st, 2nd, 3rd, and 4th Quarters
Control of Non-conforming Testing	4.9	QMS.8	4th Quarter
Corrective Actions	4.11	QMS.3; CAPR1.mdb (up-to-date)	1st, 2nd, 3rd, and 4th Quarters
Preventive Actions	4.12	Action plans (implementation, if any) Instrument Contracts	1st Quarter 4th Quarter
Control of records	4.13	QMS.6 (request records from file room and another home district); QMS.9 (data backups performed)	4th Quarter
Internal Audits	4.14	Performed as scheduled	1st, 2nd, 3rd, and 4th Quarters
Management Review	4.15	QMS.2 (all elements examined)	2nd (if possible) and 4th Quarter
Personnel	5.2	QMS.5; training files; competency charts; on-site reviews performed	1st Quarter 4th Quarter 1st, 2nd, 3rd, and 4th Quarters
Environment	5.3	Environmental records maintained; access control; housekeeping	1st, 2nd, 3rd, and 4th Quarters
Test methods and method validation	5.4	LB.46; validation files; Methods & SOPs current; operator manual listing; Measurement uncertainty	1st Quarter 1st, 2nd, 3rd, and 4th Quarters 4th Quarter 4th Quarter
Equipment	5.5	FV/PM charts <i>Out of Service</i> tagged	1st, 2nd, 3rd, and 4th Quarters
Measurement Traceability	5.6	Standard Inventory; Certificates (on file) Storage	4th Quarter
Handling of test items	5.8	Sample custodian room – receipt, retention, storage	1st, 2nd, 3rd, and 4th Quarters
Assuring the quality of test results	5.9	QC charts; proficiency rounds; QA spreadsheet	1st, 2nd, 3rd, and 4th Quarters
Reporting results	5.10	Analyst worksheets	1st, 2nd, 3rd, and 4th Quarters