

Procedure Checklist AASHTO R-18: Quality Systems Manual

		P	F	N/A
Quality Management System				
1.	QMS available for use and understood by staff			
2.	Organization and Organizational Policies available			
3.	QM contains the legal name and address of the CML			
4.	QM contains the ownership and management structure of the CML			
5.	QM contains an organization chart			
6.	Quality system policy statement and objectives-Set by management			
7.	Brief biographical sketch available			
Document Control				
8.	Preparation-revision date indicated			
9.	Test Methods and Procedures-are the most current and are readily accessible to employees performing the work			
Organization				
10.	Legal Name and address			
11.	Ownership-Management structure documented			
12.	Technical manager named that has overall responsibility for the technical operations of the laboratory-Back-up named in case of managers absence			
13.	Person- listed having responsibility for determining if quality system implementation activities are being conducted-has direct access to top management-Management reviews the quality system annually, and whenever a technical complaint casts doubt			
Technician Training				
14.	Procedure to describe method used to ensure personnel are trained to perform test			
15.	Document shall indicate position responsible for training and maintenance of records			
Internal Audit				
16.	Document describing scope of Internal Audit			
17.	Verify lab's operation comply with it's policy and procedures and standards			
18.	Frequency of review and identification of responsible person for review			
19.	Conducted at least every 12 months by personnel independent of activity being audited			
20.	Finding documented			
Corrective Action				
21.	Procedure for corrective action for nonconforming work			
22.	Equipment Calibration and Checks-available			
23.	Document method used for customer complaints			
Record Retention				
24.	External assessments, internal audits, proficiency sample testing, technician training and evaluation records available minimum of 5 years			
25.	QMS Records Retention-shall be retained for a minimum of 5 years			
26.	Test Records-maintained includes, calculations, derived data and identification of technician retained for a minimum of 5 years			
Equipment				
27.	Inventory of equipment, name, date place in-service, manufacture, model and serial number			
28.	Equipment Calibration and Check Records maintained, details of work performed, date performed, previous and next due date, calibration procedure used, check equipment			
29.	Methods for ensuring that the calibration and check procedures are performed with individual responsible			
30.	In-house equipment calibration and check procedures, when they cannot be referenced inapplicable standards			
31.	Certificates or other documents that establish the traceability of in-house equipment or reference standards used for calibration			
Sample Management				
32.	Typical test report forms which illustrate the manner in which tests results and supporting information available			
33.	Document describing procedures for sample identification, storage			

Test Records			
34.	Methods used to produce test records and to prepare, check and amend test reports		
35.	Records contain sufficient info to permit verification of data		
36.	Document describing the policies which the lab follows relative to subcontracting		
Assuring Quality of Results			
37.	Documents describing participation in proficiency sample and on-site assessment programs, methods used to identify poor results and procedures available		
38.	Document outlining the methods used in responding to external technical complaints		
39.	Document describing the internal quality system reviews-frequency of these reviews-individuals responsible-distribution of reports and identifying the location of resulting records		
40.	Root Cause analysis for non-conformities and corrective action taken		