

INTERNAL LABORATORY AUDIT CHECKLIST MDOT Round Robin Testing Program

LABORATORY NAME	DATE
ADDRESS	

Person responsible for managing the laboratory's Quality Management System

NAME	E-MAIL ADDRESS
TITLE	PHONE

Quality Management System Requirements

Quality Manual Elements	Changes Made?	Manual Updated?
1. Legal Name and Address		
2. Organizational Charts		
3. Staff Position Descriptions		
4. Staff Biographical Sketches		
5. Staff Training Methods		
6. Staff Evaluation Methods		
7. Staff Training / Evaluation Forms		
8. Equipment Inventory List		
9. Equipment Calibration / Standardization / Check / Maintenance List		
10. Equipment Calibration / Standardization / Check Procedures		
11. Equipment Calibration / Standardization / Check Certificates		
12. Test Record Production Procedures		
13. On-Site Inspections and Corrective Action Policies		
14. Sample Identification, Storage, Retention and Disposal Policies		
15. Proficiency Sample Testing and Corrective Action Policies		
16. External Technical Complaint Policies		
17. Internal Audit Policies		
18. Subcontracting Policies		

Describe any changes and/or updates made to the laboratory quality management system.

