

Quality Manual Review Checklist

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

Details of the Procedure Reviewed

Assessment Details	
Laboratory Name/Number	
Address/Location	
Date(s) of review	
SOP/QAM Reference (date, rev.)	
Assessor/Reviewer	

Details of the Review

Item Number	Manual must contain: (MN Rules, Chapter 4740, part 2085 and 2016 TNI Standard V1M2, section 4.2.8.3, 4.2.8.4 and 4.6)	Manual reference/ assessor comments
1	Title page with laboratory's name, address and phone number of laboratory contact person (4740.2085 item C (2), 4.2.8.3 a.-c.)	
2	Identification on each page to ensure that the page is recognized as part of the manual and clear identification of the end of the manual 4740.2085 item C (1).	
3	Effective date of revision (4740.2085 item C (3) and 4.2.8.3 d.)	
4	Table of contents, lists of references, glossaries and appendices (4.2.8.3 i.)	
5	Approval signatures (e.g. technical director, quality manager, and lab director) (4.2.8.3 f.)	
6	Quality policy statement/objectives and data integrity (4.2.8.3 g. and h.)	
7	Policies and procedures to determine data accuracy and precision for each method and analyte 4740.2085 item F (6)	
8	Policies and procedures to accept or reject samples 4740.2085 item F (8)	
9	Policies and procedures to correct unacceptable proficiency testing results 4740.2085 item F (9)	
10	Organizational structure/chart and signatories (4.2.8.3 d. and 4.2.8.4 e.)	
11	Document control procedures (4.2.8.4 f)	

QUALITY MANUAL REVIEW CHECKLIST

Item Number	Manual must contain: (MN Rules, Chapter 4740, part 2085 and 2016 TNI Standard V1M2, section 4.2.8.3, 4.2.8.4 and 4.6)	Manual reference/ assessor comments
12	Records retention/control of records (4.2.8.4, f.)	
13	Job descriptions (4.2.8.4, g.)	
14	List of accredited methods/test procedures (4.2.8.4, i.)	
15	Contract review (e.g. project management, service to client, subcontracting) 4740.2085 item F (11) and (4.2.8.4, j.)	
16	Measurement traceability/reference standards (4.2.8.4, h.)	
17	Policies and procedures to collect and transport samples, including containers and preservatives 4740.2085 item F (2)	
18	Policies and procedures to track the purity and acceptability of laboratory standards and reagents 4740.2085 item F (4)	
19	Sample handling/receiving and tracking procedures including chain of custody 4740.2085 item F (3) and (4.2.8.4, k.)	
20	Major equipment: maintenance, calibration and repair 4740.2085 item F (5) and (4.2.8.4, a. and b.)	
21	Verification procedures (e.g. PT samples, split samples, use of reference materials, internal quality control) (4.2.8.4, c.)	
22	Corrective/preventative action procedures (4.2.8.4, l.)	
23	Procedures for handling nonconforming work (4.2.8.4, m.)	
24	Handling complaints 4740.2085 item F (12) and (4.2.8.4, n.)	
25	Protecting confidentiality/trade secret data/service to clients (4.2.8.4, o.)	
26	Internal audits, management review, data review 4740.2085 item D and F (4.2.8.4, p.)	
27	Training personnel, 4740.2085 item F (10) and (4.2.8.4, q.)	
28	Reporting analytical results and e-signatures 4740.2085 item F (7) and (4.2.8.4, d. and r.)	
29	Purchasing services/supplies (4.6)	

Additional Notes and Observations

Follow up with laboratory, if needed

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