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	n.	-

Person responsible for coordinating the laboratory's Internal Audit

NAME	E-MAIL ADDRESS		
TITLE	PHONE		
1. Are the "Internal Audit" requirements of AASHTO R-18, Section 5.6 being met?		Yes	No
2. Are the "Management Review" requirements of AASHTO R-18, Section 5.7 being met?		Yes	No
3. Are the "Corrective Action" requirements of AASHTO R-18, Section 5.8 being met?		Yes	No
4. Are the "Records Retention" requirements of AASHTO R-18, Section 5.9 being met?		Yes	No

Technicians expected to perform testing on MDOT projects

Name	Certification Number	Test Procedure	Date Tech Was Last Assessed	Accessed By
Are all applicable test standards un	to date and ava	lilable to staff? Yes	No	
Has the laboratory trained/evaluated the competencies of all technicians performing tests on MDOT projects? Yes No. If "no", state reason(s) below				
Do the technicians comply with the certification and minimum experience requirement as stipulated by MDOT and AASHTO R-18?				
Yes	No. If	"No", state reason(s) below.		

Equipment Calibration

Equipme	ent Name	Maintenance Requirement S = Standardization C = Calibration Ch = Check M = Maintenance	Minimum Time Interval Required for Performing Maintenance Requirement	Date Maintenance Requirement Performed
Does the laboratory hav standards (fluids, therm Technology (NIST)?	ometers, gauge blocks, c	documentation that establish tra alipers, weights, etc.) to the Nat	ional Institute of Stand	l reference dards &
	Yes	No. If "No", state reason(s)	DEIOW.	
Has the laboratory calib MDOT projects?		ked all applicable testing equipr		d for testing on
	Yes	No. If "No", state reason(s) t	below.	