Procedure Checklist
AASHTO R-18: Quality Systems Manual

		P	F	N/A
Management Requirements				
Quality Management System (QMS):				
1.	Available for use and understood by staff (Format can be Electronic or Hard Copy).			
Document Control:				
2.	Preparation-revision date indicated.			
3.	Test Methods and Procedures are the most current and are readily accessible to employees performing the work.			
Organization:				
4.	Legal Name and address – and that of the main office or company, if different – and any other information needed to identify the organization is documented.			
5.	Ownership-Management structure documented. Names, affiliations, and positions of principal officers and directors listed.			
6.	QMS contains an organization chart including position and names which clearly defines relationships with other partner organizations where applicable.			
Staff:				
7.	Lab maintains position descriptions for each technical operational position on organization chart.			
8.	Descriptions identify position, describe duties, and include required skills, education & experience associated with position.			
9.	Lab maintains brief biological sketch noting education, work experience, licensure, certifications and current position for each supervisory technical staff.			
10.	Technical manager named that has overall responsibility for the technical operations of the laboratory.			
11.	Technical Manager's back-up named in case of managers absence.			
12.	QMS Management – Lab has designated person responsible for determining whether the QMS activities are being implemented by Lab staff. This individual has direct access to top management but can have other responsibilities.			
Technician Training and Evaluation:				
13.	Lab maintains a procedure that describes the method used to ensure the lab personnel are trained to perform tests in accordance with standard procedures.			
14.	Procedure indicates what position or employee is responsible for the lab training program and maintenance of training records.			
15.	Lab maintains a procedure describing method used to evaluate staff competency to ensure each technician is qualified to perform tests.			
16.	The procedure includes the frequency of competency evaluations for each technician and indicate the position or employee responsible for evaluating staff competency and maintaining records.			
17.	Evaluations of staff competency conducted through observation of test demonstration for the test they are qualified to perform by either in-house personnel, a representative of a certification program or assessment body, or a consultant person.			
18.	Lab maintains records of technician training and competency evaluation activities that include: Test Method being evaluated; Date of Evaluation; Name of Evaluator; and a Comment field about the evaluation.			
19.	If an external certification or assessment program is used as means of evaluating competency the date of the evaluation and the name of the evaluator shall be reported on the competency evaluation record.			
Internal Audits:				
20.	Lab maintains document describing the scope of internal audits.			
21.	Internal Audits verify the lab's operations comply with its policies and procedures and R18.			
22.	The document describing the scope includes the frequency of the reviews and identification of the individuals responsible for the review.			
23.	The internal audit program addresses all elements of the quality management system and are conducted every 12 months by trained personnel independent of activity being audited.			

Technical Requirements			
Equipment Lists:			
24.	Inventory List maintained of major sampling, testing, calibration, standardization equipment and measurement standards including, when available, name, date placed in service, manufacturer and model and serial number (unique ID # can substitute for model and serial numbers if that is standard for the lab.		
Equipment Calibrations, Standardizations, Checks and Maintenance Lists:			
25.	List maintained of Equipment and Standards that require calibrations, standardization/checks, and maintenance.		
26.	List includes Intervals and reference to the procedure used.		
General Equipment Procedures:			
27.	Lab has procedure to ensure calibrations, standardizations, checks & maintenance are performed which identifies persons or positions responsible.		
Procedures for Individual pieces of Equipment:			
28.	Lab has detailed procedures for all in-house calibrations, standardizations, checks and maintenance activities not addressed in standards or operating instructions.		
Equipment Intervals:			
29.	QMS specifies intervals of calibrations, standardizations, checks and maintenance.		
30.	Intervals not greater than indicated in Tables A1.1-A1.9 of R18.		
Equipment Records:			
31.	Lab maintains calibration, standardization, check, and maintenance records for all equipment and measurement standards specified in the QMS		
Sample Management:			
32.	Lab has procedure for identification and storage, retention, and disposal of test samples.		
Test Records and Reports:			
33.	Lab has document that describes methods to produce test records and to prepare, check, and amend test reports and identify the individuals responsible for maintenance of test records and described the distribution of test reports.		
Subcontracting:			
34.	Lab maintains a document describing policies followed relative to subcontracting, if used.		
35.	Policies include procedures followed by the lab in selecting competent subcontractors and reporting the results of testing performed by subcontractors.		
Assuring the Quality of Results:			
36.	Lab has procedures for monitoring the validity of test results.		
37.	Monitoring includes participation in external assessment programs (AMRL, CCRL, etc.)		
38.	Monitoring includes participation in proficiency sample or interlaboratory comparison testing and retesting of retained items.		
39.	Lab retains results of monitoring activities, including the steps taken to determine the root cause of any nonconformities and the corrective actions taken.		