A69 – Checklist for Bulk Asbestos
Revision 1.2 – May 5, 2015

Laboratory Name: _____

Appendix Name: _____

Appendix Number: _____

Assessor: _____

Date: _____

CALA
Laboratory Accreditation

Item	Clause	Requirement	Document review 1 2 3	Implementation 1 2 3
01		**DOCUMENT CONTROL**		
01	4.3	Document review: is there a documented method? Implementation: Verify that the current authorized test method and necessary supporting work instructions are available to the analyst.	❑ ❑ ❑	❑ ❑ ❑
02		**TEST METHOD VALIDATION**		
01	5.4	Document review: verify that there are method validation results, and a statement that the method is fit for the intended use for detection limit, precision, accuracy and recovery (as applicable). Modifications from the reference method shall be documented and validated. Implementation: Records of method validation. • MDL • PT • Validate technique using pure standards	❑ ❑ ❑	❑ ❑ ❑
03		**TEST METHOD**		
01	4.2.1 5.4.1	Test Procedure Verify that all necessary successive steps in the test procedure (including details on recording results, reagent preparation, storage and shelf life, equipment, supplies, etc.) are 1) documented in the test method 2) appropriate and implemented.	❑ ❑ ❑	❑ ❑ ❑

Item	Clause	Requirement	Document review 1 2 3	Implementation 1 2 3
04		**SAMPLING**		
01	5.7	Verify that sample history requirements are 1) either included or referenced in the test method and 2) appropriate and implemented, as applicable; e.g.,	❑ ❑ ❑	❑ ❑ ❑
		• filtration;	❑ ❑ ❑	❑ ❑ ❑
		• Sample containers;	❑ ❑ ❑	❑ ❑ ❑
		• Storage conditions;	❑ ❑ ❑	❑ ❑ ❑
		• Holding time;	❑ ❑ ❑	❑ ❑ ❑
		• Sample pre-treatment (removal of unwanted material, homogenization, sub-sampling).	❑ ❑ ❑	❑ ❑ ❑
05		**CALIBRATION**		
01	5.4.5 5.6.2.2 5.6.3	Method Calibration Verify that method calibration is 1) either included or referenced in the test method and 2) appropriate and implemented.	❑ ❑ ❑	❑ ❑ ❑
		• Check polarized light microscope accessories (e.g. gypsum plate), alignment;	❑ ❑ ❑	❑ ❑ ❑

Item	Clause	Requirement	Document review 1 2 3	Implementation 1 2 3
		CALIBRATION (continued)		
		• Check magnification;	❑ ❑ ❑	❑ ❑ ❑
		• reference slides (preferably asbestos) to check functions of polarized light microscope	❑ ❑ ❑	❑ ❑ ❑
		• criteria to identify calibration nonconformances.	❑ ❑ ❑	❑ ❑ ❑
06		**METHOD QUALITY CONTROL**		
01	5.9	Method Quality Control Verify that method quality control is 1) either included or referenced in the test method, and 2) appropriate and implemented; e.g.,	❑ ❑ ❑ _____ _____ _____ _____ _____	❑ ❑ ❑ _____ _____ _____ _____ _____
		• criteria for multiple preparations of samples for identification and quantification (prevent false negatives: e.g. if none seen then perform more preps or remove extraneous material, do concentration)	❑ ❑ ❑	❑ ❑ ❑
		• record optical properties of fibres and fields examined(point counting);	❑ ❑ ❑	❑ ❑ ❑
		• method blank to monitor contamination;	❑ ❑ ❑	❑ ❑ ❑
		• ~5% blind samples/slides or as prescribed of known content (e.g. previously analyzed slides or material, PT samples, reference slides)	❑ ❑ ❑	❑ ❑ ❑
		• criteria to identify method nonconformances;	❑ ❑ ❑	❑ ❑ ❑

Item	Clause	Requirement	Document review 1 2 3	Implementation 1 2 3
		METHOD QUALITY CONTROL (continued)		
		• criteria and procedures to evaluate interferences (e.g. fine paper fibres) • participation in a proficiency testing program *** (criteria for acceptable performance, address mis-identification and pass/fail)	❑ ❑ ❑ ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑

*** if CALA PT is not offered for a parameter, labs shall demonstrate technical competence as per P02-03 – Proficiency Testing Policy for Accreditation.

Item	Clause	Requirement	Document review 1 2 3	Implementation 1 2 3
07		**TEST METHOD CONTENT**		
01	5.4.1 5.5.2 5.5.6	<u>Other Work Instructions/Procedures</u> Verify that all necessary supporting work instructions are either 1) included or referenced in the test method and 2) available to the analyst; e.g.,	❑ ❑ ❑ _____ _____ _____ _____ _____ _____ _____	❑ ❑ ❑ _____ _____ _____ _____ _____ _____ _____
		• glassware cleaning procedures;	❑ ❑ ❑	❑ ❑ ❑
		• equipment instruction manuals;	❑ ❑ ❑	❑ ❑ ❑
		• requisite reference texts; (e.g. optical properties of asbestos fibres and other materials, immersion oils, pictures and colour charts)	❑ ❑ ❑	❑ ❑ ❑
		• computer software related procedures.	❑ ❑ ❑	❑ ❑ ❑

Item	Clause	Requirement	1 2 3
08		**CONDUCT OF TESTING**	
01	5.4.1 4.2.1	Verify that the test procedure and all supporting work instructions are performed as documented.	❑ ❑ ❑
09		**EQUIPMENT**	
01	5.5.1 5.5.4 5.5.12	Verify that all instruments required for the test procedure are available, uniquely identified, functioning properly, and safeguarded from adjustments that would invalidate results.	❑ ❑ ❑
02	5.5.1	Verify that all support equipment* required for the test procedure is available and functioning properly. *includes computers	❑ ❑ ❑
03	5.5.7 5.5.9	Verify that out of service equipment is clearly isolated or clearly labeled or marked as being out of service, and that equipment is checked and validated before return to service.	❑ ❑ ❑
04	5.5.8	Verify that all equipment requiring calibration (including reference slides) is labeled to indicate calibration status, including the date last calibrated and expiry criteria, or date when re-calibration is due. * not required for equipment checked daily or as-used.	❑ ❑ ❑
10		**SUPPLIES**	
01	4.6.2 5.5.1	Availability Verify that all supplies required for the test procedure are available and meet requisite requirements and/or specifications.NB: For records of reference standard/material certificates, cite B.05.03 in A02. (routinely used oils shall be traceable purchased after 2010, pre-2010 may be grandfathered)	❑ ❑ ❑

Item	Clause	Requirement	1 2 3
		SUPPLIES (continued)	
	5.3	Storage Verify that all supplies are stored under appropriate conditions (e.g. 1-4 degrees C) and in a manner which satisfies requirements for safety, security, separation of incompatible materials, and ease of retrieval. NOTE: For records of storage temperatures, cite B.02.03 in A02.	❑ ❑ ❑
03	4.13.2	Labeling Verify that all reagents and media are labeled with material, concentration or purity, date prepared and/or expiry date.	❑ ❑ ❑
04	4.13.2	Test Organism I.D. N/A for asbestos testing	
05	5.5.1	Labware Verify that all labware is adequately cleaned and, where required, labware quality control incorporates analytical testing.	❑ ❑ ❑
11		**RECORD KEEPING**	
01	4.13.2 4.9 4.13.2 5.5.5 5.6	Maintain records related to the performance of the test method; e.g.,	❑ ❑ ❑
		• analyst worksheet or notebook (1);	❑ ❑ ❑
		• record of nonconformances and actions taken (2);	❑ ❑ ❑
		• reagent preparation log (3);	❑ ❑ ❑
		• equipment maintenance log (4);	❑ ❑ ❑

Item	Clause	Requirement	1 2 3
		RECORD KEEPING (continued)	
		• records of gravimetric traceability (6);	❑ ❑ ❑
		• records of volumetric traceability (7);	❑ ❑ ❑
		• records of temperature traceability (8).	❑ ❑ ❑

(1) includes, as appropriate, calibration data, test date (including QC data), experimental variables (e.g., temperature, etc.); analyst ID; sample ID; equipment ID; test organism lot no.; test method ID; date and time of test.

(2) includes, as appropriate, nonconformances related to: test method variances; sample history; method performance; interferences; and data validation.

(3) includes, as appropriate, supplier, grade, batch no.; dates of preparation or verification; measurement of weights, volumes, time intervals, temperatures and related calculations; relevant processes (e.g., pH adjustment, sterilization); verification results; discard date.

(4) includes, as appropriate, inventory no.; manufacturer, model, serial no.; condition when received, checks that equipment complies with laboratory specifications, modifications; date commissioned; repair and maintenance history; calibration history; performance history; location.

(5) includes, as appropriate, species, age, source, lot no.; arrival date; arrival condition; vessel I.D; acclimation history; culture and/or holding history including loading density, temperature, illumination and water quality; feeding history; health history including disease, treatment and mortality; disposal date.

(6) includes, as appropriate, traceability of balance and/or weights to a national standard and daily or as-used checks (see A61- CALA Traceability Policy).

(7) includes, as appropriate, traceability of auto pipettes, dilutors, etc. that play a defining role in analytical accuracy, and daily or as-used checks (see A61- CALA Traceability Policy).

(8) includes, as appropriate, traceability of working thermometers to a national standard for those working thermometers that measure temperatures that play a defining role in analytical uncertainties (see A61-CALA Traceability Policy).