



Assessment Process

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Canadian Association for Environmental Analytical
Laboratories

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Revised Laboratory Binder



Re-formatted tabs to reflect different components of the assessment (e.g., pre-assessment activities, opening meeting, tour, etc...); included in each tab is:

- Appropriate section of the “Application of the Rating Guide”
- Appropriate forms

Part of our consistency comes from delivery. Please follow the documented process!

Pre-assessment Activities



1. Cross-referencing QMS to ISO/IEC 17025 (CAN-P-4D)

New labs: complete CAN-P-1510D

Reassessments: use Laboratory Quality System Document Review Form (A18)

Pre-assessment Activities



2. Document Review

- One month deadline for Quality Manual
- Lead Assessor's responsibility to obtain any required supporting documentation
- Good document review will facilitate the on-site assessment
- Section of the audit software now available for the document review



Revised Agenda

Day 1:

- Opening Meeting
- Tour of Facilities
- Examination of Documentation
- Trace of Tests
- Evaluation of Specific Tests

Day 2:

- Interview with Key Staff
- Evaluation of Specific Tests (cont'd)

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- Need information to:
 - Verify scope information
 - Verify equipment
 - Verify analyst proficiency
- Expanded explanation in the “Application of the Rating Guide”
- Information has been useful in resolving problems with scopes

Scopes



- Ensure that scope accurately reflects what was assessed
- Ensure that the scope reflects the method (e.g., if a method is for total coliforms and E. coli, ensure the scope listing does not include fecal coliforms)
- Flag appendices that should NOT be included on an environmental scope

PLEASE, PLEASE PLEASE...

TRANSFER SCOPE CHANGES TO MAIN SCOPE!!

Closing Meeting



- Communicate to lab that:
 - Lab will receive an electronic copy of the required actions
 - Lab must complete a summary of the responses using this electronic file when submitting responses

Administrative Issues



- Caution with 1-800 numbers for hotels
- 4 assessors received 4 different rates at a hotel!