



# Report Writing

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Canadian Association for Environmental Analytical  
Laboratories

Colleen Cotter, CAEAL



# Required vs Recommended

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- Required (A): non-conformance is deemed to adversely affect the ability of the laboratory to produce competent results
- Recommended (B): non-conformance is deemed to **not** adversely affect the ability of the laboratory to produce competent results and takes longer than the time normally allocated for the resolution of a required actions

# Suggestions

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- Suggestion (C): observation is not a non-conformance
- Caution: Ensure suggestions are not contrary to requirements in the reference method (e.g., suggestion of <10 degrees C was contrary to a requirement of 4 degrees C in the reference method)

# Report Format



- Tab 8 of the Laboratory Assessment Binder (Section 9 of the Application of the Rating Guide)
- Begins actions with verbs and use wording in CAN-P-1510D to the extent possible
  - Document and implement...
  - Modify...
  - Submit documentary evidence that...
- Where records are recent (i.e. less than 3 months), use the verb “continue” and rate as a B
- Begin suggestions with the word “consider” and rate as a C; do not use the word “recommend”

# Report Format



- Tie each comment and action to a specific CAN-P-1510D item (including compliments)
- Due date:
  - 6 months from the last assessment day for new labs
  - 3 months from the last assessment day for accredited labs
- Try to put repetitive items in the Rating Guide (CAN-P-1510D), specifically:
  - “A” items that when corrected once are corrected across all appendices (e.g., traceability)
  - “B” and “C”-type items

# Report Format

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- Remember the audience for the report is not just the laboratory; avoid abbreviations (see example)
- Ensure every item is identified - e.g., an action without a corresponding item number leaves CAEAL staff unsure of the requirement or recommendation
- Use “applies to all appendices” carefully
- Do not make requirements too long...the database field is limited!!!

# Example



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*Submit documentary evidence to ensure the test method is validated based on method performance; specifically, calculate between lab reproducibility and relative accuracy. - Type B*

- What was the non-conformance?
- If you were the staff reviewer, what would you do?
- If you were the QA coordinator or Lab Supervisor, what is the corrective action?

# Audit Software

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- User-friendly
- Professional
- Facilitates the writing of the report on-site
- Decreases processing time once the report is received by staff



## Audit Software (cont'd)

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- Intent is to send it to the lead assessor every time a background package is sent out
- To obtain the audit software for an assessment, contact [jfournier@caeal.ca](mailto:jfournier@caeal.ca)
- Need to specify version of Access on the laptop (e.g., 97 or 2000)
- Practice module is available