



Quality System Laboratory Inspection Checklist

It is advised that a careful review of the following criteria be undertaken by the laboratory personnel who will be taking an active role in the inspection.

The following checklist is intended to provide additional guidance in preparing for a CCRL Inspection where a quality system is to be presented, and clarity when multiple quality systems are to be presented.

Scope of Inspection

This checklist is not intended to be a complete list of CCRL inspection items or AAP Accreditation requirements. Specific concerns and questions should be directed to your inspector.

The quality system reviewed may require some or all of the “General Requirements” indicated in this list. Specific requirements may be found by referring to the contents of the standard indicated.

			R 1 8	C 1 0 7 7	C 1 0 9 3	C 1 2 2 2	E 3 2 9
	Section Reviewed	General Requirements					
	AASHTO Accreditation	Technicians performing tests must be certified in testing.	✓	✓			✓
	Organization	Legal information, management and ownership structure documentation.	✓	✓	✓	✓	
	Position Descriptions	Descriptions for each technical operational position.	✓		✓		
	Management Qualifications	Biographical sketches for supervisory staff, and confirmation that staff members have required experience, certification, and education.	✓	✓	✓	✓	✓
	Laboratory and Field Qualifications	Records documenting experience and education of supervisory staff and technicians, certifications of supervisory staff and technicians.		✓	✓	✓	
	Training and Evaluation Procedures	Procedures specifying responsibility and process of training and evaluating technician proficiency.	✓	✓	✓		
	Training and Evaluation Records	Records of training and evaluation for all technicians and supervisors maintained for 5 years.	✓	✓	✓	✓	
	Internal Reviews	Procedures for implementing Internal Audit and Management Review as required, along with records of audits and reviews.	✓		✓	✓	
	Corrective Actions	Procedures for responding to customer complaints and implementing corrective action when deficiencies are discovered.	✓	✓	✓		

	Record Retention	Demonstrate records maintained for minimum time period required by applicable standards.	✓	✓	✓	✓	
	Standard Operating Procedures	Procedures for sample, test record, test report, and document management.	✓	✓	✓	✓	
	Test Reports	Present a completed test report as it would be issued to a client, with cover letter if applicable.	✓	✓	✓	✓	✓
	Test Records	Present a completed test record (e.g. field report, daily break sheet) for the test report given to the inspector for review.	✓	✓	✓		✓
	External Services	Procedures for assuring subcontractor quality, list of external services, and other information as required.	✓	✓	✓	✓	
	Monitoring Test Results	Procedures for monitoring the validity of test results (e.g. CCRL Inspection and PSP) and related documentation.	✓				
	Proficiency Sample Program	Records of participation in all required Proficiency Programs	✓	✓	✓	✓	
	Standard Practice and Test Method Availability	Show ownership of the most recent edition of AASHTO R18 and current copies of ASTM methods, and corresponding AASHTO test methods, if desired for accreditation	✓	✓	✓	✓	
	Inventory List	Present the inspector with a printed copy of your most recent inventory.	✓	✓	✓	✓	
	Calibration List	Present the inspector with a printed copy of the calibration list.	✓		✓		
	General Equipment Procedures	Procedures for handling equipment and ensuring calibrations are performed on time and as appropriate, with records demonstrating these procedures are followed.	✓	✓	✓	✓	✓
	Calibration Equipment and Reference Standards	Documentation for calibration equipment meeting applicable standard requirements.	✓	✓	✓	✓	
	Maintenance	Procedures and records for maintenance of required equipment.	✓				
	Equipment Calibration Records	Calibration, maintenance, and verification records for each required apparatus (current and previous two records need to be available).	✓	✓	✓	✓	
	Equipment Identification	Equipment marked with required information.	✓	✓	✓	✓	
	Other E329 Requirements	Purchase and history records for equipment. Procedures for data integrity, document control, and additional policies and procedures as required.					✓

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