

FPL Turkey Point Monitoring Plan**Audit Checklist****Laboratory
(NELAC Accredited)**

#	Item	Audit Element	Acceptable (Y / N / NA)	Comments
Method Reviews				
	Method SOP	Is SOP approved and current version available to analyst - Is SOP compliant with current method procedures - Are method deviations documented -		
	Project-specific procedures	How do they incorporate project requirements into SOP and/or documentation available to analyst -		
	Blanks	What is the water source - How often is it tested - How are trip blanks prepared - What are contaminant levels are allowed in blank - Are there any ongoing blank problems - What actions have been taken -		
	Calibration	What are the calibration procedures - Do they meet method requirements - How do they know a calibration is valid - What actions do they take if calibration is outside control limits - Are calibrations verified with a second source standard - Review a current calibration report -		
	Control Limits and Control Charts	Are there control limits for all parameters - How often are they determined - Are points plotted on control charts - How do are trends determined - What actions are taken when samples are outside control limits - Who approves corrective actions - How is that documented - Review current charts		
	Interferences - Instrument and Matrix	What are the common interferences for the method - What actions are taken to eliminate them - What clean-ups or actions are taken to address matrix interferences - Are the analyst aware of project-specific clean-up criteria or DQOs - What actions are taken if elevated PQLs exceed client limits -		
	Standard and reagent traceability	How standards are traceable to NIST - What records are linked to the specific samples - How are standard expiration times determined - How does the analyst know they are using only valid standards		
	Data Review Procedures and Checklists	How are data reviews documented - Who reviews analysts data - What percent is reviewed - What records are reviewed - Are raw data verified - What are the procedures for checking manual integrations		
	Documentation and Data Records	How are calibration, QC and sample records stored - How are manual integrations documented - How are transcription and data entry records checked - Are electronic data transfers checked		
Sample Handling and Waste				
	Sample Receipt	How are cooler temperature and chemical preservation verified - How are problems documented and communicated to the client		

	Rush Samples	What are procedures for rush sample analysis		
	Storage and Coolers	Does the lab have adequate storage space - Are VOC samples stored separately - Are areas monitored with storage blanks - How is temperature monitored		
	Project-specific Requirements	How are samples logged into the LIMS - How are project requirements incorporated		
	High hazard samples	What procedures does the laboratory use for high hazard samples - Are these samples stored separately - What are analyst training procedures for these samples		
	Sample Storage	How long are samples stored - How is the client notified - Once samples are scheduled for disposal what happens to the soil and water - Are samples composited to dilute higher concentration samples		
	Sample Disposal	What procedures are used to determine how samples are disposed - How are sample containers disposed - Are they cleaned or labels removed or jars crushed - How do we know our jars are not in a landfill		
	Waste Storage	What are procedures for waste disposal - Who is responsible - Where is waste stored - Do they have RCRA permit - How do they select waste disposal vendors - Are they acceptable - What happens to PCB and mercury waste and high hazard samples		
	Bottle Procurement	Who supplies bottles - Where are they stored - How are they tested - What are the traceability records for lots and shipments - What containers are used for VOCs in soils -		
	Chemical Preservatives	Who supplies preservatives and are they pre-added - What records are kept for traceability of preservatives with shipped for samples		
	Waste Disposal and Health/Safety Records	Does the laboratory have Chemical Hygiene Plan updated annually - Are there written waste disposal and high hazard sample SOPs - How are staffed trained in procedures - Review training records		
	Violations	Has the laboratory every been reported for RCRA or OSHA waste related violation - What corrective actions are in place		

QA Systems

	QA Manual	Does the lab have current QA Manual - Is it written to NELAC/ISO Guide 25 standards - Has it been reviewed and approved by government agencies - Review any written comments and responses		
	QA Coordinator	Is QA Coordinator independent of operations - Do they perform an independent review function - What percentage - How is documented - Evaluate any QA reviews of E & E reports		
	External Audits	Review the list of external audits for last year - Review any recent government audit reports and follow-up on major corrective actions		

	Internal Audits	Do they do annual systems and routine performance audits - What is the schedule - Review applicable reports/method audits - Note any areas with potential impacts to E & E samples		
	Certifications	What certifications are maintained - Are they NELAC certified - Get a current list - Are they certified in states covered by E & E projects		
	Performance Evaluation Samples	What external PE programs does lab participate - Review last two sets of results - For parameters outside PE limits what was the corrective actions - List any potential concerns for E & E samples - Are there follow-up tests		
	Training Records and Internal Proficiency Testing	What documentation is available to verify that analysts performing tests on E & E samples are trained in procedure and tested as proficient - Randomly pick several analysts from example data packages and look at training and PE testing records		
	Control Charts and Control Limits	Who maintains and reviews control charts - How often are control limits set for all parameters - Who approves limits - What is policy for establishing wider limits - Are trends evaluated for potential problems with methodology		
	MDL Studies	How often are MDL studies completed - Are they done on each instrument - Do they follow 40 CFR requirements - How do they determine spiking levels - Who approves studies - Review or copy MDL studies for applicable E & E methods - What if PQL exceeds MDL		
	Corrective Action Procedures	Who approves corrective actions - Is there a tracking mechanism to ensure follow-up - How are systematic problems identified/corrected		

Project Management and Records

	Procurement Process	Are E & E project requirements for QA and reporting clear in procurement process - How are requirements documented for analysts - When samples arrived, how are they associated to the correct procurement		
	Corrective Action Procedures	Does the PM review and approve corrective actions affected their client samples - When are we notified prior to the report		
	Data Review	Do managers perform a data review function - What percentage - How is documented - What actions are taken if project requirements are not met - Evaluate any PM reviews of E & E reports		
	Data File Storage	What records are stored in the data file - Are additional records stored in secured area - What precautions are taken in event of major catastrophe		
	Electronic Data	What systems are used for electronic data - What are back-up procedures - What procedures are used for validating calculations and data processing routines - How are changes to these routines controlled, documented and tested - How is the final EDD verified to the report and raw data		

	Document Control	What procedures are used to ensure analysts are using the latest version of SOPs and other documents - How are logbooks issued, controlled and archived - How long after report submission are records maintained such that a complete evidence record can be generated - Is the client notified when records are destroyed		
	Data Package Reviews	What procedures are used when E & E data reviewers identified a QA problem on a report - Is there a mechanism to track client concerns and identify and correct systematic QA problems - How are client concerns documented		
	Notes			

Auditor

Date

Organization