

**FPL Turkey Point Monitoring Plan****Audit Checklist****Data Management**

#	Item	Audit Element	Acceptable (Y / N / NA)	Comments
1	Document Control	Document control is used; revision and effective date on the cover; listing of changes and revisions kept as part of the QAPP		
2	Distribution	This QAPP, the Monitoring Plan, and all pertinent project documents are required reading for all staff participating in the project.		
3	Distribution	Appropriate portions of the QAPP will be in the possession of all project team members, contractors, and laboratories performing work for the project.		
4	Distribution	All contractors and subcontractors will be required to comply with the procedures documented in this QAPP and the Monitoring Plan to ensure comparability and representativeness of the data produced is maintained.		
5	Distribution	All contractors and subcontractors operating under this QAPP have the responsibility of notifying FPL of potential inconsistencies between the above identified procedures and procedures to be conducted under this QAPP or procedures conducted in the lab or field.		
6	Photodocumentation	Field team members reviewed the photos in the file against the photo log ensure notes correspond to the appropriate photographs		
7	Photodocumentation	Photos and the log were uploaded into the project database		
8	Photodocumentation	File names for the photo files in the database do correspond to the picture names/numbers given in the photo log.		
9	Automated Data	The data was checked for completeness and adherence to expected values.		
10	Automated Data	The automated data was validated, and qualified using the QA/QC procedures as stated in this QAPP		
11	Geo-referenced / Secondary Data	Outside data will be checked prior to use to verify that current values are used and that geo-referenced data area accurate. The checks will include spatial data validation of points using high resolution 1-foot ground pixel orthophotography of the area. At least 95% of coordinate points should fall within National Map Accuracy Standards when overlaid on known quality map features of similar accuracy.		
12	Laboratory Data	Did lab review and agree to all elements in the QAPP?		
13	Laboratory Data	All laboratory process sample analysis by standard methods for water quality parameters must be NELAC certified.		

14	Laboratory Data	Was a project library for ADaPT developed for the project? Did the library contain all analyses and analytes in the QAPP (for standard analysis deliverables)		
15	Laboratory Data	Were the EDD's run through ADaPT? Were comments added where necessary in the ADaPT Error Log?		
16	Laboratory Data	Were the deliverables complete? Were signed copies of the report and the EDD provided?		
17	Laboratory Data	Was data reviewed by the QA officer; Was data validated according to the QAPP, do DVR's address all necessary elements described in the QAPP?		
18	Data Storage	All electronic data results, including laboratory data results, will be maintained in their original form in the database.		
19	Data Storage / Custody	Data changes such as unit adjustments, changes in reporting limits based on data validation and rejection of data will be maintained in separate fields or records with specific meta-data acknowledging how and why data were modified and specific party authorizing the data change.		
20	Data Storage	An electronic data backup procedure to recover from disaster or hardware failures must be identified		
21	Data Storage	Data migrations and changes in information technology infrastructure must be documented.		
22	Data Security	Once data is finalized, validated, and transferred to the database, further changes may only be made upon approval from the FPL PM (or their designee).		
23	Access	Data access is password-protected; Security system sufficient to properly preserve the project data		
24	Archiving	The database server will be backed up and archived nightly to minimize the risk of data loss; data that is backed up will be stored in an off-site vault in order to provide further physical protection.		
25	Archiving	All records in the FPL Project database, file system, or Document Management System, as well as CDs and tape back-ups, must be retained indefinitely.		
26	Archiving	All raw data records, including laboratory and sample collection documentation, will be kept for a minimum of 5years beyond the end of the project.		

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Auditor

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Date

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Organization