

## On-Site Documentation Checklist

The following documents and records must be reviewed by the inspection team as a part of the inspection process. These documents and records are a reference to the location of the documents and records should be made available in a conference room to be used by the inspection team.

Documents and Records	Conference Room	Other Location	Comments
A Copy of the Application for Accreditation Documents			
Training Program(s) for each Discipline			
Proficiency Testing Records for all Personnel			
Reagent Records			
Testimony Monitoring Records for all Personnel			
Analytical Standards Records			
Instrument/Equip. Maintenance & Calibration Records			
Key or Laboratory Access Records			
Annual Management Reviews of Quality System			
DNA Audit Documents			
Competency Testing Records			
Safety Manual			
Analytical Procedures			
Standard Operating Procedures			
Criteria File			
Five Case Records for Each Analyst in Each Discipline in which Casework is Performed			

This page was intentionally left blank.