

Appendix N Page 1 of 5	Document Control
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No.	Manuals	Responsible for Review	Revision Date	Location
ST03SM-01	Safety Manual			
ST03QM-01	Quality Manual			
ST03OM-01	Administrative Procedures Manual			

[NOTE: Manual numbers and format are examples only. The laboratory may have an existing format. The first 2 digits of the manual control numbers represent the State; the second 2 digits represent the revision year; the third 2 digits represent the type of manual, e.g., QM = Quality Manual; and the fourth 2 digits represent the revision number. Controlled documents that are distributed contain an additional digit representing the distribution number. Records of the distribution numbers are located in the laboratory files.]

No.	Administrative Forms	Responsible for Review	Revision Date	Location
ST03AF1-01	Management Review			
ST03AF2-01	Complaints			
ST03AF3-01	Work Orders			
ST03AF4-01	Work Logs			
ST03AF5-01	Subcontractors & Outside Suppliers			
ST03AF6-01	Personnel Training and Competency Log			
ST03AF7-01	Control Document Distribution List			

[NOTE: Form numbers are examples only. The laboratory may have an existing format. The first 2 digits of the form control numbers represent the State; the second 2 digits represent the revision year; the third 2 digits represent the type of form, e.g., AF = Administrative Form; the next digit identifies the specific form; and the last two digits

represent the revision number.]

No.	Measurement-Related Forms	Responsible for Review	Revision Date	Location
ST03MR1-01	Environmental Conditions/Deviations Log			
ST03MR2-01	Calibration, Maintenance, Verification Log - Standards and Equipment			
ST03MR3-01	Weighing Equipment Assessment			
ST03MR4-01	Assessment of Measurement Uncertainties			
ST03MR5-01	Software Verification			
ST03MR6-01	Audits			
ST03MR7-01	Observation and Data Sheet			
ST03MR8-01	Type Evaluation Report			
ST03MR9-01	Test Report			

No.	Administrative Procedures	Responsible for Review	Revision Date	Location
AP No. 1	Protection of Client Confidentiality and Proprietary Rights			
AP No. 2	Impartial Service			
AP No. 3	Document Control			
AP No. 4	Ensuring Traceability (includes traceability to certified reference materials, agreed methods and/or consensus standards and traceability analysis)			
AP No. 5	Handling Calibration and Test Items (Incoming inspection and review; Review of new incoming work; Receipt, retention, and return to include work order and work log instructions and packing and shipping instructions, avoiding deterioration, loss or damage, security)			
AP No. 6	Preventive Actions, Corrective Actions, Feedback			
AP No. 7	Internal Audits and Management Reviews (Client notification regarding adverse findings)			
AP No. 8	Control of Data and Software Data Integrity (Security, access, verification of new software and protection and update of stored data)			
AP No. 9	Purchase, Storage, and Evaluation of Supplies and Services (includes inspection and verification of quality and qualification of subcontractors)			
AP No. 10	Complaints			
AP No. 11	Laboratory Housekeeping/ Laboratory Maintenance to Support Activities and Test Results			
AP No. 12	Review and Maintenance of Control Charts (Covered in SOP 9, 17, 20)			
AP No. 13	Calibration, Verification, Maintenance, Handling, Transport, Storage, and Use of Standards			

AP No. 14	Calibration, Verification, Maintenance, Handling, Transport, Storage, Intermediate Calibration Status Checks, Updating Correction Status of M&TE (includes new equipment and verification of equipment outside laboratory control)			
AP No. 15	Departure from Documented Policies and Procedures			
AP No. 16	Investigation of Complaints, Adverse Audit Findings or Discrepancies, and Notifying Clients when Test Results are Affected			
AP No. 17	Identifying Training Needs, Training, and Qualification of Laboratory Personnel			
AP No. 18	Control of Non-conforming Work			
AP No. 19	Validation of Non-standard Test Methods to include lab designed and developed methods			
AP No. 20	Monitoring the Validity of Tests (Quality Control, Statistical Process Control)			
AP No. 21	Review of Contracts, Tenders and Work Request			
AP No. 22	Record Maintenance (Identification, Collection, Indexing, Access, Filing, Storage, Maintenance, and Disposal of Quality and Technical Records)			
AP No. 23	Sampling (Developing and Choosing Sampling Plans, Recording Relevant Data and Operations)			
AP No. 24	Avoiding Activities that Diminish Confidence in the Competence, Impartiality, Judgement or Operational Integrity of Tests.			
AP No. 25	Use of Accrediting Body Logo			
AP No. 26	Identifying Approved Signatories			

