

Forms

[Note: Include copies of the forms used in the type evaluation laboratory. The forms in this section are samples.]

Personnel Training and Competency

Name of Staff: _____

Position: _____

Training Provider Subject/Topics	Training Dates		Hours	Completed		Staff		Supervisor	
	From	To		Yes	No	Initial	Date	Initial	Date

Form No. ST03AF6-01

Rev. Date: July 1, 2003

Calibration and Maintenance Log (Standards and Equipment)

Standard or Equipment	Date		Condition on Receipt	Manufacturer	Model/Serial	Cal. Status/Maintenance Date	Current Location	Comments: (Maintenance, Malfunction, Modification, Repair)
	Received	In-Service						

Form No. ST03MR2-01

Rev. Date: July 1, 2003

Software Program Verification

Software Program/Version	File Name / File size	Manufacturer / Developer	Verification: Data Set Runs		Verification Date	Verified by (Initials)	Comments
			Pass	Fail			

Form No. ST03MR5-01

Rev. Date: July 1, 2003

Equipment Assessment						
Item Information					Accepted	
Range	Manufacturer	Model	Test Method	Standard Deviation	Yes	Comments Attached

Form No. ST03MR3-01

Rev. Date: July 1, 2003

Proficiency Test Results

Date	Range	Accuracy Class	Coordinating Organization	Procedure Used	Operator	Results			
						Passed	Passed With Concerns	Failed	Corrective Action Follow-Up

Form No. ST03MA3-01

Rev. Date: July 1, 2003

Audit Log

Audit Description	Date Conducted	Auditor	Location of Audit Report	Audit Findings / Corrective Actions

Form No. ST03MR6-01	Rev. Date: July 1, 2003
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Work Log

Test No.	Date Received	Item (s) Received	Test Requested	Requested By	Date Tested	Date Completed	Date Returned	Comments

Form No. ST03AF4-01

Rev. Date: July 1, 2003

Complaints / Corrective Action				
Subject of Complaint / Discrepancy	Date	Response Date	Reviewed By	Actions Taken / Results

Environmental Conditions/Deviations Log

Location	Date	Time	Temperature EC	Within " EC	Relative Humidity %	Within " %	Pressure mm Hg	Within " mm Hg

Form No. ST03MR1-01

Rev. Date: July 1, 2003

Subcontractors and Outside Suppliers Verification Log

State Metrology Laboratory Performing Test	Test Item(s)	Date	Laboratory Accredited		Supplier	Type of Supply	Verification		
			Yes	No			Type of Verification Performed	Approved	
								Yes	No

Form No. ST03AF5-01

Rev. Date: July 1, 2003