INTERNAL AUDITS

BY STAR YUAN

GREEN COUNTRY TESTING, INC.
NELAC SAYS THIS ABOUT INTERNAL AUDITS

PERFORM INTERNAL AUDITS YEARLY

# Predetermined Schedule

<table>
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<tr>
<th>Month</th>
<th>Activity</th>
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<tr>
<td>January</td>
<td>QA Manual</td>
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<td>February</td>
<td>Wet Chemistry</td>
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<td>March</td>
<td>Sample Reporting</td>
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<td>April</td>
<td>GC/MS Analysis</td>
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<tr>
<td>May</td>
<td>GC Analysis</td>
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<td>QC Processes</td>
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<td>August</td>
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<td>September</td>
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<td>October</td>
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<td>December</td>
<td>Misc.</td>
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TEST VERSUS PROCESS

• TESTS ARE ANALYTICAL TESTS

• PROCESSES ARE ALL OTHER PROCEDURES CONDUCTED IN THE LABORATORY THAT ARE NOT TESTS SUCH AS; SAMPLE LOG-IN, INFORMATION TECHNOLOGIES, FIELD WORK, TRAINING RECORDS, CONTROL CHARTS, AND OTHER QA FUNCTIONS.
INTERNAL AUDIT FOR TESTS

• Utilize a checklist or a form
• Start at log-in and review log-in and the chain of custody
• Review SOP’s including analytical SOP, PREP SOP’s, and instrument SOP’s
• If you have a data integrity checklist, use it.
• Verify training records
• Review the final report
INTERNAL AUDIT FOR TESTS CONTINUED

- REVIEW LOGBOOKS – THIS IS THE LARGEST PART OF THE REVIEW
- ANALYSIS LOGBOOKS
- PREPARATION LOGBOOKS
- STANDARDS PREPARATION LOGBOOKS – TRACEABILITY
- BALANCE / PIPETTE LOGBOOKS
- METHOD SPECIFIC CHECKS – TUNING, SPECIAL BLANKS, ETC…
- ERROR CORRECTION
INTERNAL AUDIT FOR PROCESSES

- Checklists don’t really apply to processes as they are very different. So, you have to record the pertinent information and supporting documentation in a logical way so that an outside person can follow what you did.
INTERNAL AUDIT

• WHEN YOU’RE FINISHED, RECORD ALL THE PERTINENT INFORMATION AND MAKE COPIES AS REQUIRED. THE IDEA IS THAT AN OUTSIDE PERSON CAN FOLLOW WHAT YOU DID.

• IF ISSUES ARE UNCOVERED, INCLUDE WHAT ACTIVITIES ARE REQUIRED (CORRECTIVE ACTION, SOP UPDATE, TRAINING, ETC…) BY WHOM AND WHEN THEY WILL BE COMPLETED. INCLUDE A COPY OF THE COMPLETED ACTIVITIES.
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