QUALITY ASSURANCE AUDIT REPORT FOR LABORATORIES

Scope: Miami-Dade County is a Quality Assurance entity as approved by the Florida Building Commission pursuant to subsection 9N-3.008(5)(d) F.A.C., to provide oversight and assessment to the organizational compliance of specific requirements to determine if quality control processes are effectively implemented and maintained for Testing Laboratories.

Laboratory Certificate Name:	
Facility Address:	
Contact Name & Title:	
Contact Phone# & E-Mail:	
Contact Signature:	

Audit Date/Time:	
Auditor Name:	
Auditor Phone# & E-Mail:	

Part 1 - QUALITY ASSURANCE MANUAL

		Ref.	Yes	No	N/A
1	Does the Organization have a documented Quality Assurance Program?	2.1	○	○	○
2	Is the Quality Assurance Manual being reviewed or revised annually?	4.1	○	○	○
3	Are reviews/revisions documented and are disseminated copies controlled?	4.2	○	○	○
4	Does the QAM contain current contact info and legal status of Organization?	2.2	○	○	○
5	Does company name match Lab certificate and are they ACTIVE in their state?	Lab Cert	○	○	○
6	Does the QAM define current responsibility over Quality Control of operations?	3.1	○	○	○
7	Does the QAM production descriptions/flowchart represent facility operations?	6.1-3	○	○	○
8	Does the Organization have a documented Safety Control Program?	2.4	○	○	○
9	Are safety procedures established in accordance with regulatory standards?	7.3	○	○	○

Notes and Findings:

Part 3 - PERSONNEL / TEST EQUIPMENT

		Ref.	Yes	No	N/A
1	Does the Lab have a staff/contract PE w/o financial interest in products tested?	3.3	○	○	○
2	Are the above Professional Engineers listed on the Laboratory Certificate?	Lab Cert	○	○	○
3	Are the technicians conducting tests/calibrations adequately trained/educated?	3.2	○	○	○
4	Are records of technicians' training/qualifications/skill/experience retained?	3.4	○	○	○
5	Is equipment being used by technicians per their recorded qualifications?	8.2	○	○	○
6	Is the equipment for testing/calibrations inventoried [name/manuf/model/serial#]?	5.2	○	○	○
7	Is equipment being calibrated regularly per testing/manufacturer requirements?	8.3a	○	○	○
8	Are calibration certificates retained for traceability to national standards?	8.7	○	○	○
9	When calibrated in-house, are procedures/records being recorded?	8.5	○	○	○
10	Is equipment calibrations controlled with calibration labels/stickers?	8.3b	○	○	○
11	Does the Laboratory control non-calibrated equipment to prevent it from use?	8.4	○	○	○
12	Is testing equipment stored/cleaned in accordance w/ manufacturer specs?	8.1			

Notes and Findings:

Part 2 - TEST REPORTS / FACILITIES

		Ref.	Yes	No	N/A
1	Does the Laboratory have proper accommodations for accurate testing?	7.2	○	○	○
2	Where applicable, are environmental conditions controlled to not affect tests?	7.1	○	○	○
3	Are test procedures for tests (set-up/conducting/recording) documented?	5.1	○	○	○
7	Do test reports contain required information per TAS criteria and per QAM?	9.5	○	○	○
4	Are sampling procedures documented (ID; handling; protection; disposal)?	6.1	○	○	○
5	Are tests results and test report amendment letters being retained for 10yrs?	9.3	○	○	○
6	Are records pertaining to audits, calibrations, and complaints kept for 4 years?	9.4	○	○	○
8	Is the Laboratory notifying clients or those required prior to conducting tests?	9.6	○	○	○
9	Is the quality of sub-contracted work (tests/calibrations) controlled by Lab?	8.6	○	○	○

Notes and Findings:

Part 4 - 3rd PARTY AUDITS / FINDINGS / COMPLAINTS

		Ref.	Yes	No	N/A
1	Is the Laboratory being audited by 3rd-parties per the QAM?	10.1a	○	○	○
2	Are the audit findings being addressed and documented to prevent recurrence?	10.1b	○	○	○
3	Has the Lab been responding to Audit Report Letters from MDC appropriately?	10.3	○	○	○
4	Are complaints involving MDC approved tests being addressed and recorded?	11.1a	○	○	○
5	Are these complaints being reported to MDC Product Control Section?	11.1b	○	○	○
6	Are procedures in place to address suspect data verified to be incorrect or not	11.2a	○	○	○
	conforming to test methods?		○	○	○
13	Are such issues being recorded and addressed to prevent recurrence?	11.2b	○	○	○

Notes and Findings:

SUMMARY OF THE AUDIT

○ **Conforms**

○ **Does not Conform**

Attached Supporting Documents / Additional Comments: