

[organization name]

Appendix 2 – External Laboratory Acceptance Checklist

CRT#	Requirement	Response	
		YES	NO
1	Technical procedures are traceable to standards and/or customer specifications.		
2			
3	All instructions and procedures are easily accessed by personnel.		
4			
5	All methods are validated, and results are documented and available for review.		
6			
7	All technical personnel are trained in utilization of equipment.		
8			
9	Laboratory is accredited by an organization which is recognized by		
10			

Commented [16A1]: This checklist contains minimum requirements for accepting an external laboratory. Adapt it to your government regulations, customer-specific requirements and other standards to which your organization subscribes.

Commented [16A2]: Use "X" to record your answer.

Commented [16A3]:

Commented [16A4]: Add supplementary requirements, for example customer specific requirements.