



Commonwealth of Virginia
Department of General Services
Division of Consolidated Laboratory Services



Laboratory Inspection Checklist - VELAP Chapter 45

Laboratory Name: _____ DCLS ID: _____

Assessor Name: _____ Inspection Date: _____

STANDARD OPERATING PROCEDURES

Y N N/A

SOP

1298 ☐ ☐ ☐ 660 B 4

Laboratory support activities: The laboratory shall retain the following documents and data: Archived standard operating procedures.

1341 ☐ ☐ ☐ 730 A 1

The laboratory shall have documented instructions on the use and operation of all relevant equipment, on the handling and preparation of samples, and for calibration or testing, where the absence of such instructions could jeopardize the calibrations or tests.

1342 ☐ ☐ ☐ 730 A 2

All instructions, standards, manuals and reference data relevant to the work of the laboratory shall be maintained up to date and be readily available to the staff.

1343 ☐ ☐ ☐ 730 B 1

Laboratories shall maintain SOPs that accurately reflect all phases of current laboratory activities such as assessing data integrity, corrective actions, handling customer complaints, and all test methods. These documents, for example, may be equipment manuals provided by the manufacturer or internally written documents. The test methods may be copies of published methods as long as changes or selected options in the methods are documented and included in the laboratory methods manual.

1344 ☐ ☐ ☐ 730 B 2

The SOPs shall be organized. Each SOP shall clearly indicate the effective date of the document, the revision number and the signature or signatures of the responsible laboratory manager or managers.

1345 ☐ ☐ ☐ 730 B 3

Copies of all SOPs shall be accessible to all personnel.

1346 ☐ ☐ ☐ 730 C 1

SOPs for laboratory methods: The laboratory shall have and maintain an SOP for each certified analyte or test method.

1347 ☐ ☐ ☐ 730 C 2

SOPs for laboratory methods: This SOP may be a copy of a published or referenced method or may be written by the laboratory. In cases where modifications to the published method have been made by the laboratory or where the referenced test method is ambiguous or provides insufficient detail, these changes or clarifications shall be clearly described.

1348 ☐ ☐ ☐ 730 C 2

SOPs for laboratory methods: Each test method shall include or reference where applicable:

- ___ Identification of the test method;
- ___ Applicable matrix or matrices;
- ___ Limits of detection or quantitation;
- ___ Scope and application, including parameters to be analyzed;
- ___ Summary of the test method;
- ___ Definitions;
- ___ Interferences;
- ___ Safety;
- ___ Equipment and supplies;
- ___ Reagents and standards;
- ___ Sample collection, preservation, shipment and storage;
- ___ Quality control;
- ___ Calibration and standardization;
- ___ Procedure;
- ___ Data analysis and calculations;
- ___ Method performance;
- ___ Pollution prevention;
- ___ Data assessment and acceptance criteria for quality control measures;
- ___ Corrective actions for out-of-control data;
- ___ Contingencies for handling out-of-control or unacceptable data;
- ___ Waste management;
- ___ References; and,
- ___ Any tables, diagrams, flowcharts and validation data.

Facilities Inspection Manual Bulletin 301

Didier Musso



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