

Documentation Requested by VELAP Prior to Laboratory On-Site Assessment

This form lists documentation which should be submitted to VELAP by the following date: _____

Please place a check-mark in the “Included” column for each item which the laboratory has enclosed. If you are unable to provide any of these documents, your lead assessor will discuss it with you during the on-site visit. Providing these items before the on-site assessment will allow us to minimize time spent at your facility and result in less disruption of your workflow.

Requested Documentation for Lab _____ **VELAP ID** _____

Items in the shaded boxes will allow the review of documentation for a specific Field of Certification.	Included
Select ONE sample from date range _____ for matrix _____, analyte _____, method _____. Enter sample ID: _____	
Chain of custody for the selected sample	
Please list the exact method with edition and revision date currently followed for the selected sample: _____	
Documentation of training (demonstration of capability, management’s authorization to perform test, demonstration of continued capability, etc.) for the person who performed the analysis of the selected sample	
Calibration records associated with the analysis of the selected sample, if applicable	
Benchsheet(s) for the analysis, including copies from preparation or digestion logs	
Most recent control chart for the selected method, if applicable, or sample of laboratory control data	
Final customer report for the selected sample’s analysis (for Chapter 45 laboratories, a copy of the Discharge Monitoring Report can satisfy this request)	
Benchsheet(s) for the most recent proficiency test for the specified method or for studies specified here: _____	
Current laboratory organizational chart	
Documentation from the most recent internal laboratory audit performed	
Copy of a corrective action report performed during the last 12 months (or the most recent one performed)	
Copy of the current revision of the Quality Manual	
Copy of the completed Quality Manual Completeness Checklist for Renewal Applicants (disregard if this is your first VELAP onsite assessment)	
<input type="checkbox"/> If Chapter 45, a list of all current Standard Operating Procedures with revision numbers and effective dates <input type="checkbox"/> If Chapter 46, a copy of the master list of documents	
Copy of the Standard Operating Procedures for: <input type="checkbox"/> All methods to be certified under VELAP <input type="checkbox"/> Specified methods: _____ _____	

VELAP reminds your laboratory that all records submitted to DCLS are publicly available under the Virginia Freedom of Information Act (§2.2-3700 *et. seq.* of the *Code of Virginia*). The Act does not provide any exemptions allowing DCLS to withhold any confidential business information from the public.