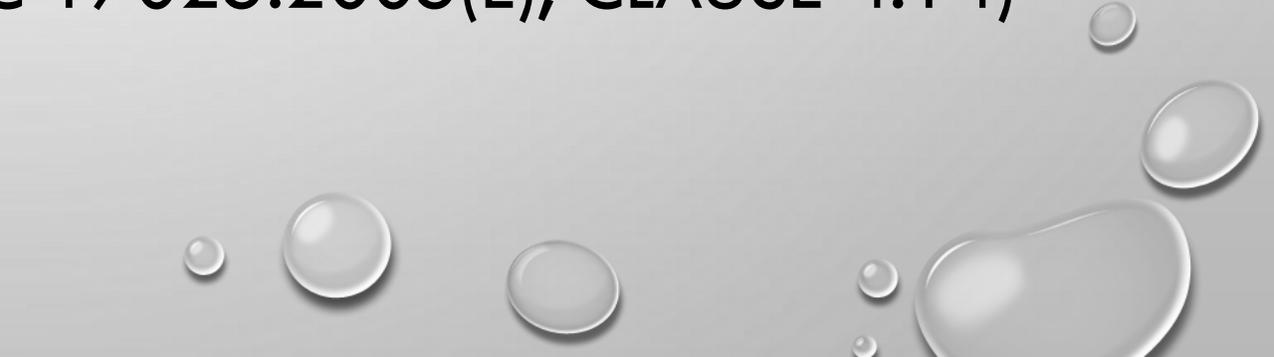# INTERNAL AUDITS

BY STAR YUAN

GREEN COUNTRY TESTING, INC.

NELAC SAYS THIS ABOUT INTERNAL AUDITS

PERFORM INTERNAL AUDITS YEARLY

4.14 INTERNAL AUDITS (ISO/IEC 17025:2005(E), CLAUSE 4.14)

PREDETERMINED SCHEDULE

January	QA Manual
February	Wet Chemistry
March	Sample Reporting
April	GC/MS Analysis
May	GC Analysis
June	Field
July	QC Processes
August	SOP's
September	Wet Chemistry
October	Sample Log-in
November	Metals
December	Misc.

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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