

APPENDIX A**QA REVIEW GENERAL DOCUMENTATION**

Project #: O2509

Completed

For thorough review, the report must have the following:

GENERAL:

Are all original paperwork present (chain of custody, record of communication,airbill, sample management lab chronicle, login page)

☒

Check chain-of-custody for proper relinquish/return of samples

☒

Is the chain of custody signed and complete

☒

Check internal chain-of-custody for proper relinquish/return of samples /sample extracts

☒

Collect information for each project id from server. Were all requirements followed

☒**COVER PAGE:**

Do numbers of samples correspond to the number of samples in the Chain of Custody on login page

☒

Do lab numbers and client Ids on cover page agree with the Chain of Custody

☒**CHAIN OF CUSTODY:**

Do requested analyses on Chain of Custody agree with form I results

☒

Do requested analyses on Chain of Custody agree with the log-in page

☒

Were the correct method log-in for analysis according to the Analytical Request and Chain of Castody

☒

Were the samples received within hold time

☒

Were any problems found with the samples at arrival recorded in the Sample Management Laboratory Chronicle

☒**ANALYTICAL:**

Was method requirement followed?

☒

Was client requirement followed?

☒

Does the case narrative summarize all QC failure?

☒

All runlogs and manual integration are reviewed for requirements

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All manual calculations and /or hand notations verified

☒

1st Level QA Review Signature: SOHIL JODHANI

Date: 05/09/2023

2nd Level QA Review Signature: _____

Date: _____