APPENDIX A

QA REVIEW GENERAL DOCUMENTATION

Project #:   **P5120**

	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	✓
All manual calculations and /or hand notations verified	✓

QA Review Signature: **SOHIL JODHANI**   **Date:**   **12/12/2024**