

ISO 17025 Audit Preparation Checklist

A practical checklist for laboratory assessment readiness

Remember: A checklist is a tool, not a substitute for understanding your system.

Contract Review

- Requests reviewed before acceptance
- Methods agreed and appropriate
- Customer requirements understood

Methods & Validity

- Methods are current and controlled
- Validation/verification completed
- Limitations understood by staff

Equipment

- Equipment calibrated and traceable
- Maintenance up to date
- Evidence of review and action of calibration reports
- Out-of-tolerance handled appropriately

Staff Competence

- Staff authorised for tasks
- Training records complete
- Competence reviewed regularly

Quality Control

- QC activities defined and performed
- PT activities scheduled, defined and performed
- Results reviewed and trends monitored
- Failures investigated and addressed

Reporting

- Reports complete and accurate
- Results traceable
- Authorisation controlled

Corrective Action

- Nonconformances recorded
- Root cause considered
- Actions implemented and effective

Internal Audit

- Audits cover all areas
- Findings realistic
- Actions followed up

Management Review

- Inputs complete and reflect list in ISO 17025
- Outputs lead to action
- Improvement evident