

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Method: _____ Analytes: _____ Laboratory: _____ Date: _____
 Surveyor: _____ Rev. 2, 8/05

Hard Copy Data Review	Yes	No	Comments
Proficiency Samples:			
1. Analysis Date:			
2. PE Successful?			
Calibration:			
1. Standard Information			
-Analysis Date:			
-Analyst:			
-Instrument ID:			
-Software Type:			
-File names:			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
2. Quantitation Report and Chromatogram Review			
-Does the lab have adequate hard copy data?			
-Are all standards run the same day/batch? (Check acquired times)			
-Is the chromatogram info the same as the quant report (colorimetric)? (i.e. same file names, method names)			
-Is the method file names and schedule names the same on all chromatograms (IC)?			
-Is the chromatogram printed using a visible scale?			
-Do the standards have the proper sensitivity?			
-Do the standard peaks have acceptable separation?			
-No significant contamination?			
-Are the peaks properly ID'd?			
-Do the peak responses on the quant report match those of the calibration summary report (hand calculate a few- especially manual integrations)?			
-Do the calibration levels support the lab's reporting levels (check cal level vs. final report of sample vs. MDLs)?			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
3. Calibration Method Information			
-Method file name:			
-Calibration type (i.e. linear, etc.):			
-Same for all compounds?			
-Was the calibration criteria met for each compound (i.e. RSDs)?			
-“force thru the origin”?			
-Were data points eliminated from the calibration?			
-If yes, why?:			
-Was this done appropriately?			
<i>Attach photo copy documentation of any areas of concern</i>			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
Sample Information:			
-Sample date/time (from COC):			
-Were the samples properly preserved?			
Sample Preparation Procedures:			
-If preparation required, were the samples properly prepped (digestion, filter, etc.)?			
-Preparation date/time:			
-Did the sample meet the prep hold time?			
-Is the documentation correct & complete?			
<i>Attach photo copy documentation of any areas of concern</i>			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
Sample Analysis:			
-Sample ID:			
-Analysis date/time:			
-Was sample hold time met?			
-Was the proper QC run with the sample batch?			
-Was the QC run at the proper concentrations?			
-Was the appropriate QC criteria met?			
-Do all low level QC checks have adequate sensitivity?			
-Does the hard copy data correspond to the sequence report?			
-Are there any major breaks in the acquisition time?			
-Do all the samples/QC in the batch have the same method file?			
-Are the response factors of the samples the same as from the calibration (calculate a few)?			
-Are the chromatograms printed using a scale that is visible?			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
-Do all samples/QC in the batch have adequate peak separation?			
-No significant contamination or matrix interference?			
-Are the peaks properly ID'd and run time adequate?			
-Are all the peak integrations appropriate & consistent?			
-Do the analytical results match the final reports?			
<i>Attach photo copy documentation of any areas of concern</i>			
Laboratory Review:			
-Was the analyst(s) available for interviewing?			
-Did the analyst(s) provide adequate response to the concerns found from the hard copy data review?			
-Was the analyst(s) following proper procedure? -If no, is SOP correct? -If no, is QAP correct?			
-Did the laboratory have the proper equipment & instrumentation?			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
-Did the lab have the proper reagents?			
-Did the lab have adequate documentation such as run logs, maintenance logs, temperature logs & standards logs?			
Electronic Data Review: (In-Lab)			
1. High and low standard			
-Does the low standard have acceptable sensitivity?			
-Do all the compound peaks have adequate separation?			
-Do all the compound peaks have appropriate & consistent integration?			
2. Initial CCV			
-Does all the peaks have adequate sensitivity?			
-Do all the peaks have adequate separation?			
-Do all the compound peaks have appropriate & consistent integration?			

Ion Chromatography and Colorimetric Autoanalyzer Data Auditing Check Sheet

Hard Copy Data Review	Yes	No	Comments
-Can the laboratory reprint/reproduce a report & chromatogram that matches the hard copy?			
-If yes, attach. -If no, why?			
3. Other electronic data concerns (Identified in the hard copy review):			
<i>Attach photo copy documentation of any areas of concern</i>			
Training:			
-If significant problems are noted above, do the analyst's training files show that they were properly trained?			