The Power of Process Automation for Environmental Labs

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Qualtrax®
COMPLIANCE SOFTWARE

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- **Manual QMS**
  - **Document Control**
  - **Records on Paper**
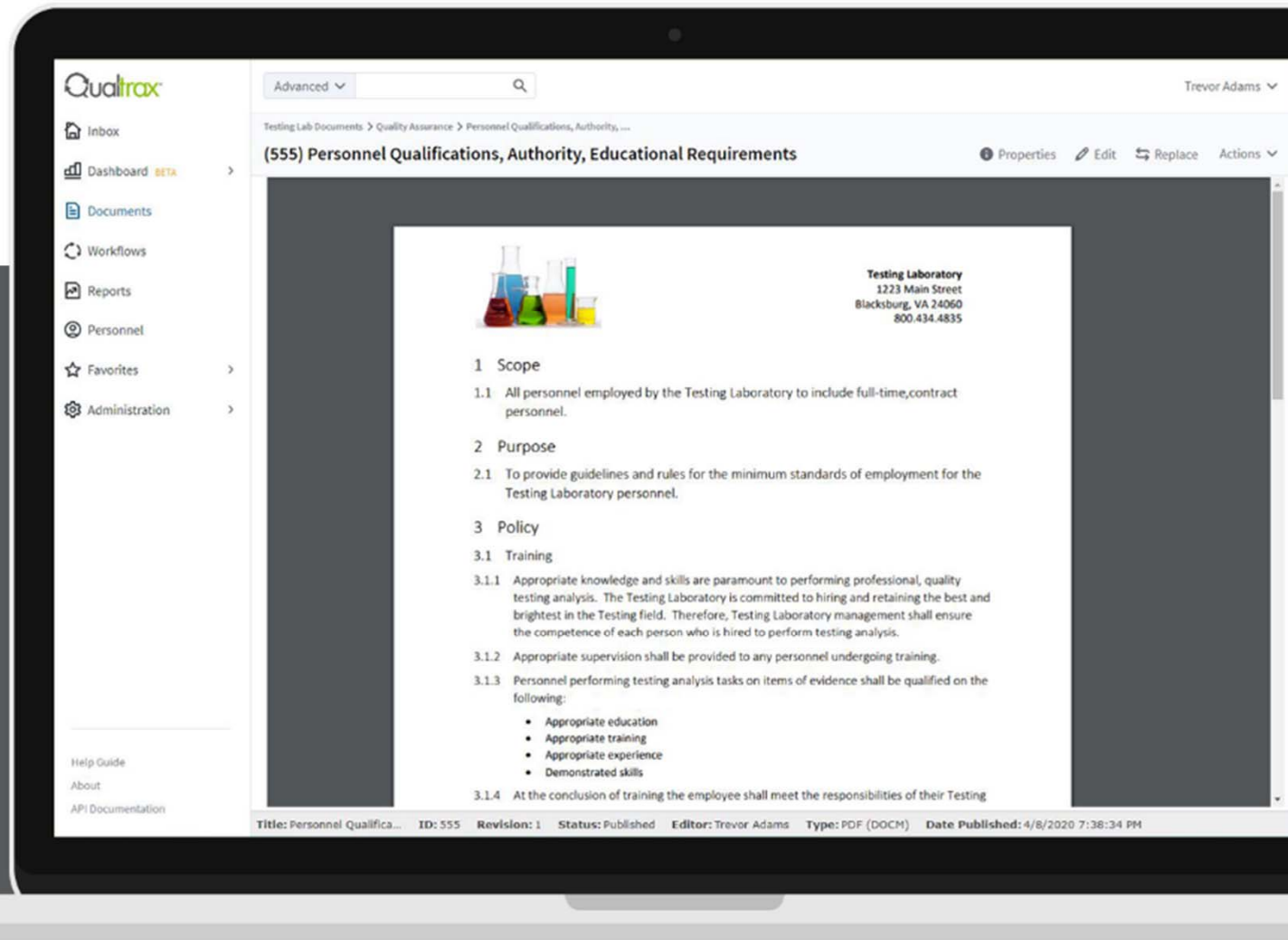 - **Spreadsheets**

- **Dedicated eQMS**
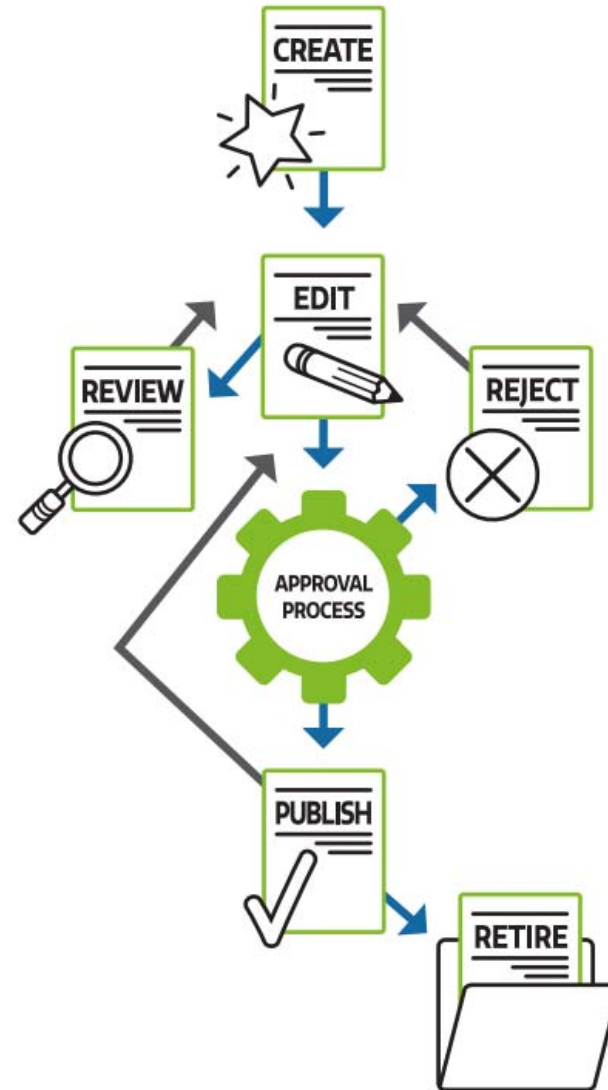 - **Full Feature Set Built for Compliance**
  - **Automated Change Management**
  - **Search and Report**

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Qualtrax

Advanced ⌄

Trevor Adams ⌄

- Inbox
- Dashboard BETA >
- Documents
- Workflows
- Reports
- Personnel
- Favorites >
- Administration >

Help Guide
About
API Documentation

Testing Lab Documents > Quality Assurance > Personnel Qualifications, Authority, ...

(555) Personnel Qualifications, Authority, Educational Requirements

ℹ Properties   ✎ Edit   ⇄ Replace   Actions ⌄

Testing Laboratory
1223 Main Street
Blacksburg, VA 24060
800.434.4835

1 Scope

1.1 All personnel employed by the Testing Laboratory to include full-time, contract personnel.

2 Purpose

2.1 To provide guidelines and rules for the minimum standards of employment for the Testing Laboratory personnel.

3 Policy

3.1 Training

3.1.1 Appropriate knowledge and skills are paramount to performing professional, quality testing analysis. The Testing Laboratory is committed to hiring and retaining the best and brightest in the Testing field. Therefore, Testing Laboratory management shall ensure the competence of each person who is hired to perform testing analysis.

3.1.2 Appropriate supervision shall be provided to any personnel undergoing training.

3.1.3 Personnel performing testing analysis tasks on items of evidence shall be qualified on the following:

- Appropriate education
- Appropriate training
- Appropriate experience
- Demonstrated skills

3.1.4 At the conclusion of training the employee shall meet the responsibilities of their Testing

Title: Personnel Qualifica...   **ID:** 555   **Revision:** 1   **Status:** Published   **Editor:** Trevor Adams   **Type:** PDF (DOCM)   **Date Published:** 4/8/2020 7:38:34 PM

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- Document Control is a good start, but we can still improve.

- Audits, Corrective Action, Equipment Maintenance, etc.

- Biggest pain points I hear: incomplete records, can't find the records, or just didn't follow our process.

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TNI 2016: V1M2 4.9 - Control of Nononconforming Environmental Testing Work

- 4.9.1a - Procedures and Responsibilities Defined
- 4.9.1b - Evaluation of Significance
- 4.9.1c - Correction Taken Immediately
- 4.9.1d - Customer is Notified (when necessary)
- 4.9.1e - Resumption of Work

TNI 2016: V1M2 4.11 - Corrective Action

- 4.11.1 - Designate Authorities
- 4.11.2 - Cause Analysis
- 4.11.3 - Selection and Implementation of CA
- 4.11.4 - Monitoring of CA
- 4.11.5- Additional Audits
- 4.11.6 - Procedures and Responsible Parties

Notes: CA may be identified through a variety of activities, including nonconforming work, audits, management reviews, feedback from customers, and staff observations.

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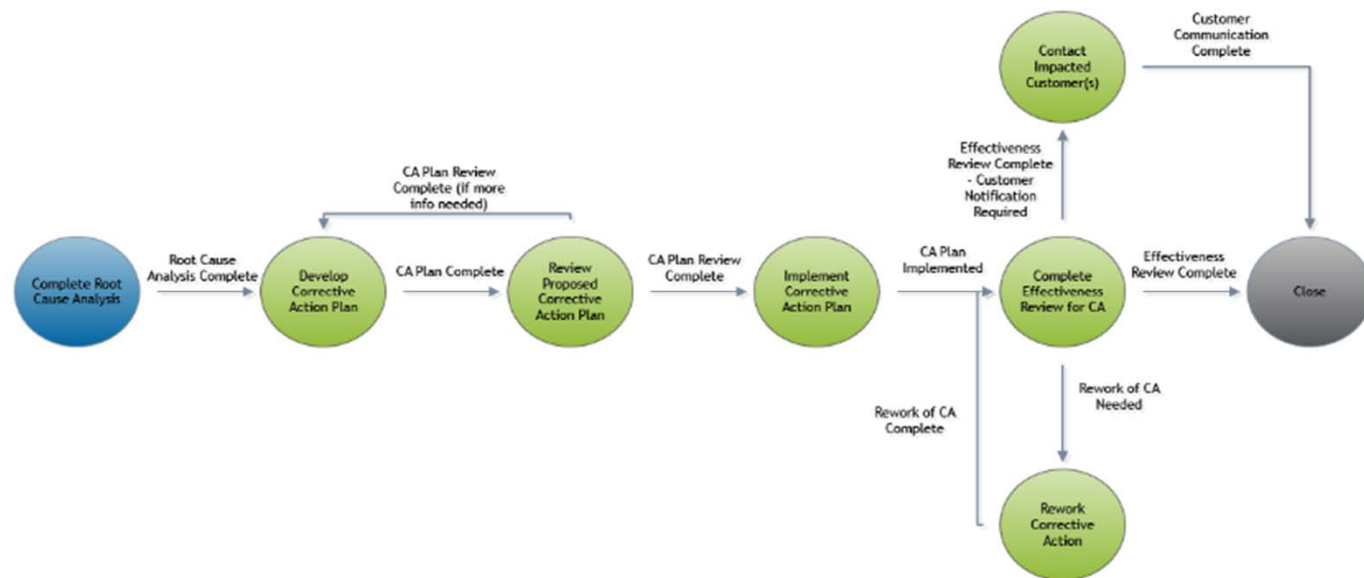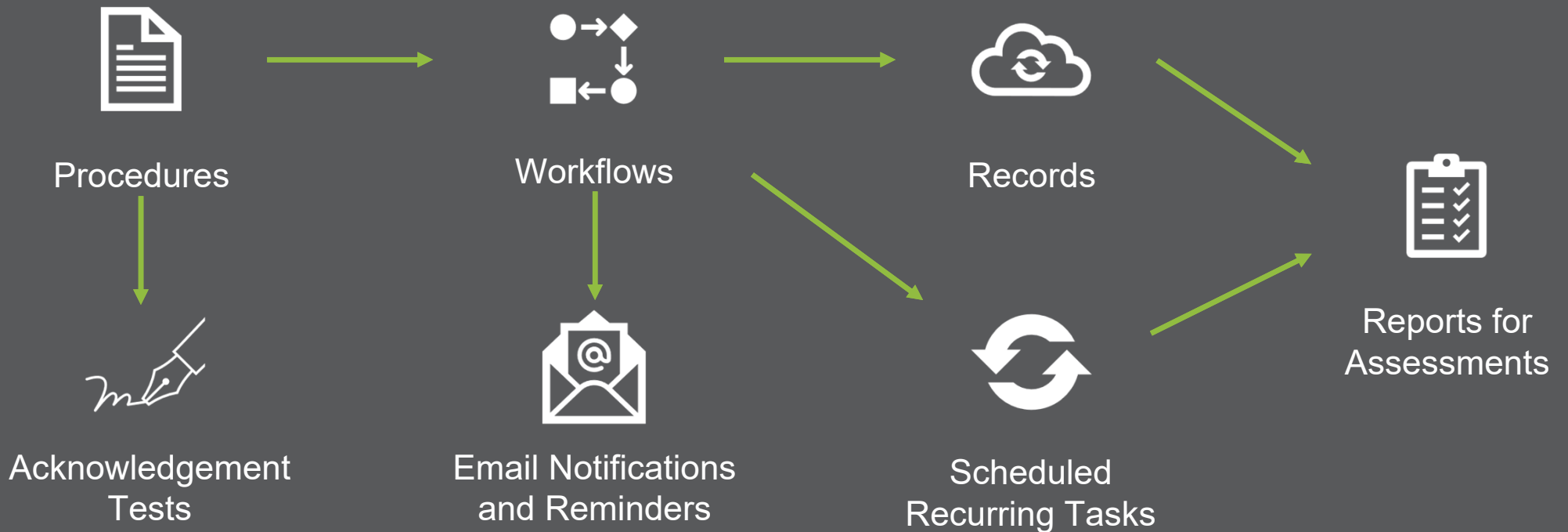
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- **Nonconformance Report** *(4.9)*
- **Corrective Action** *(4.11)*
- **Audit Management** *(4.14)*
- **Vendor Approval** *(4.6)*
- **Equipment Maintenance with Scheduler** *(5.5)*
- **Customer Complaint** *(4.7.2, 4.7.3 and 4.8)*
- **Demonstration of Capability** *(V1M3-7 1.6.2 and 1.6.3)*

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Interconnected processes involve everyone.

Automated processes minimize variability and ensure the correct details are entered at each step.

Roles Pre-Defined

Single, centralized repository for ALL Quality System items.

Simple Reports and Dashboards for visibility.

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