



# Asbestos Analysts Registry

## INITIAL ORGANIZATION APPLICATION REVIEW CHECKLIST

<b>Review Date:</b>	
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<b>Organization Name:</b>		<b>Organization ID:</b>	
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INITIAL APPLICATION APPROVED:    **YES**     **NO**     (see Description of Deficiency below)

Attachment Number	Policy No.	Submission Example Required	Acceptable		Description of Deficiency / Suggestion for Improvement
			Yes	No	
<b>Form 1</b>		Organization Information			
<b>Form 2</b>		Organization Scope Of Analysis			
<b>Form 3A</b>		Analysts ~ Initial Organization Application			
<b>Form 4</b>	<b>2.3.6.1</b>	AAR Microscopes and Equipment			
<b>Form 5A</b>	<b>Article II</b>	QUALITY MANUAL and STANDARD OPERATING PROCEDURE REQUIREMENTS. Complete Quality Manual and any applicable Standard Operating Procedures needed to meet the requirements of attachments 5A.1-5A.19.			
<b>5A.1</b>	<b>2.3.1</b>	Table of Contents of the QA Manual. A listing of the topics covered in the manual as arranged by chapter and/or section, including the corresponding page number(s).			
<b>5A.2</b>	<b>2.3.2</b>	A description of the organization's quality assurance objectives.			
<b>5A.3</b>	<b>2.3.3</b>	The policy and process for quality manual acceptance, maintenance and revision.			
<b>5A.4</b>	<b>2.3.4</b>	Policy regarding the analyst probationary training and training in the organization's quality control program.			
<b>5A.5</b>	<b>2.3.5</b>	Procedure for sample receiving, sample log-in, assignment of unique sample number, Chain of Custody or Internal Record System, and sample handling.			
<b>5A.6</b>	<b>2.3.6</b>	Procedure and policy on microscope maintenance (daily preventive or out-of-house service).			
<b>5A.7</b>	<b>2.3.6</b>	Procedure for microscope setup, alignment and calibration with image quality check using the HSE/NPL Test Slide and graticule measurement.			
<b>5A.8</b>	<b>2.3.7.1</b>	Policy on reference slide analysis, procedure for the generation of the UCL and LCL or CV, and use of the reference slide data.			



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<b>5A.9</b>	<b>2.3.7.2</b>	Policy on analysis of 10% recount of field samples and the procedure for statistical comparison of recounts. Shall demonstrate the criteria for acceptance and rejection of recount data. Must address the special requirements of "blind" analysis in the field, if the organization has field analysts, as indicated on Form 2.			
<b>5A.10</b>	<b>2.3.7.3</b>	Policy on blank collection and analysis.			
<b>5A.11</b>	<b>2.3.8</b>	Policy on round robin participation and data analysis.			
<b>5A.12</b>	<b>2.3.9</b>	Policy for corrective action taken as a result of client inquiries or detected quality errors, including the procedure for corrective action and elimination of the error.			
<b>5A.13</b>	<b>2.3.10</b>	Policy for document and record retention.			
<b>5A.14</b>	<b>2.3.11</b>	Policy for sample storage, retention and disposal.			
<b>5A.15</b>	<b>2.3.12</b>	Policy and procedure for an annual internal systems audit.			
<b>5A.16</b>	<b>2.3.13.2</b>	Housekeeping procedures used at the remote field site.			
<b>5A.17</b>	<b>2.3.13.3</b>	Procedures for on-site filter mounting.			
<b>5A.18</b>	<b>2.3.13.4</b>	Policy on environmental requirements for on-site field analysis.			
<b>5A.19</b>	<b>2.3.14</b>	Policy on the final reporting format.			
<b>Form 5B</b>	<b>Article II</b>	QUALITY SYSTEM EXAMPLES (Initial). Attachments 5B.1 through 5B.16 shall be real-world examples of the organization's quality practices.			



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			Yes	No	
5B.1	2.2.2	NIOSH 582 (or equivalent) certificate and course syllabus for each analyst being registered. Certificate or syllabus must include the contact hours for the course (30 hours minimum).			
5B.2	2.2	Documentation of training in the organization's quality system for each analyst being registered.			
5B.3	2.3.3	Documentation that the quality manual has been reviewed.			
5B.4	2.3.5	A completed copy of the internal record system that demonstrates a sample numbering and tracking system, and how sample receipt date and job information is recorded.			
5B.5	2.3.9	Record of an out-of-control event with determined causes and corrective measures taken.			
5B.6	2.3.12	A copy of the documentation of the latest annual internal systems audit.			
5B.7	2.3.14	A complete, signed final report for a PCM analysis performed by one of the organization's registered analysts, with the associated analysis worksheets, if any.			
5B.8	2.3.6.2	Completed microscope maintenance record demonstrating daily preventive or out-of-house maintenance. A single page is sufficient.			
5B.9	2.3.6.3	A completed microscope alignment record.			
5B.10	2.3.6.3 2.3.6.4	A completed microscope calibration log including the image quality check.			
5B.11	2.3.7.1	Documentation of daily use of reference slides, loaded to at least the three levels detailed in the NIOSH 7400 method, by each registered analyst.			
5B.12	2.3.7.14	Copy of control chart or other statistical analysis of reference slides for each registered analyst.			



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5B.13	2.3.7.2	Documentation of the statistical comparison of recounts of 10% filed sample analysis by each registered analyst.			
5B.14	2.3.7.3	Documentation of the analysis of blanks, i.e., a final report or analysis worksheet.			
5B.15	2.3.8	Results from the latest two rounds of round robin participation. One round of results with a participation agreement that shows the deadline for the next round is acceptable at the reviewer's discretion.			
5B.16	2.3.13	A copy of the current method used by analysts for fiber counting. For an in-house method, a copy of the method and references including the source, version and issue date. For a published method, a copy of the cover page, showing the current version and issue date.			
Form 6		Certifications Regulatory Compliance			
Form 7		Indemnification and Certifications Compliance with Requirements			

<b>Suggestions (Not required for approval):</b>
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<b>Reviewer:</b>	<b>Recommendation Date:</b>