AQR: Competency Test Records

Competency test records

The Quality Manager maintains the following competency test records:

- *Competency Test Result Report*
- all test provider information including
  - the test set identifier, if appropriate
  - description of test preparation
  - test answer key
  - test verification data
- case record (case report and examination records)
- any inconsistencies noted, if applicable
- *Corrective Action Request* forms, if applicable
- *Competency Test Review Checklist*

The Quality Manager will retain proficiency test records for at least one accreditation cycle or five years (whichever is greater) from the date of test completion.

After five years, only the *Competency Test Result Report* need be kept as a permanent record. All other test documentation may be destroyed at that time.

All competency test files will be kept in a locked filing cabinet. The Quality Manager, or designee, and the Laboratory Director will have access to these files.

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