# AQR: Proficiency Test Records

**Proficiency test records**

**5.9.3.5**

The Quality Manager maintains the following proficiency test records:

- *Proficiency Test Result Report*
- all test provider information including the test set identifier
- case record (case report and examination records)
- any inconsistencies noted, if applicable
- *Corrective Action Request* forms, if applicable
- *Proficiency Test Review Checklist*
- *DNA Proficiency Test Review Checklist (DNA proficiency tests)*

**5.9.3.6**

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 one accreditation cycle or five years (whichever is greater), only the *Proficiency Test Result Report* need be kept as a permanent record. All other test documentation may be destroyed at that time.

All proficiency 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.

| Title: | AQR: Prof Test Records | | | |
|--------|------------------------|--|--|--|
| Approved by: | Laboratory Director | Revision No: | 2 | Page 1 of 1 |
| Issue Date: | 04/2015 | Document Class: | LFS Policy/Procedure | |

All printed copies are uncontrolled. This document printed on 4/21/2015