

AQR: Proficiency Test Records

Proficiency test records

The Quality Manager maintains the following proficiency test records:

7.7.5.c AR

7.7.8.a-g AR

- *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)*

The Quality Manager will retain proficiency test records for at least one accreditation cycle.

After one accreditation cycle, 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.
