

ON-LINE CHECKLIST DOWNLOAD OPTIONS

Participants of the CAP accreditation programs may download the checklists by logging into cap.org and going to e-LAB Solutions Suite - Accreditation Checklists. They are available in different checklist types and formatting options, including:

- Master — contains ALL of the requirements and instructions available in PDF, Word/XML or Excel formats
- Custom — customized based on the laboratory's activity (test) menu; available in PDF, Word/XML or Excel formats
- Changes Only — contains only those requirements with significant changes since the previous checklist edition in a track changes format to show the differences; in PDF version only. Requirements that have been moved or merged appear in a table at the end of the file.

CHECKLIST ACCREDITATION RESOURCES

CAP accredited laboratories have access to additional checklist accreditation tools and resources found on the CAP website (cap.org) by logging into e-LAB Solutions Suite - Accreditation Resources. Content found in Accreditation Resources includes:

- A library of past Focus on Compliance webinars and laboratory inspection preparation videos
- Answers to the most common checklist questions
- Customizable templates and forms (eg, competency assessment, personnel, validation/verification, quality management)
- Proficiency testing (PT) frequently asked questions, forms, and troubleshooting guides
- IQCP eligibility, frequently asked questions, forms, templates, and examples
- Laboratory director education and resources
- Quality management resources
- Inspector training and inspection tip sheets
- Self and post inspection toolbox

SUMMARY OF CHECKLIST EDITION CHANGES

Chemistry and Toxicology Checklist

12/26/2024 Edition

The information below includes a listing of checklist requirements with significant changes in the current edition and previous edition of this checklist. The list is separated into three categories:

1. New
2. Revised:
 - Modifications that may require a change in policy, procedure, or process for continued compliance; or
 - A change to the Phase
3. Deleted/Moved/Merged:
 - Deleted
 - Moved — Relocation of a requirement into a different checklist (requirements that have been resequenced within the same checklist are not listed)
 - Merged — The combining of similar requirements

NOTE: The requirements listed below are from the Master version of the checklist. The customized checklist version created for inspections and self-evaluations may not list all of these requirements.

Previously Cited Checklist Requirements

- The **inspector's version** of the checklist contains a listing of previously cited checklist requirements. Specific information on those citations, including the inspection date and inspector comments, is included following each related requirement within the checklist.
- Laboratories can access data on previously cited deficiencies by logging into e-LAB Solutions Suite on cap.org and going to Accreditation Reports - Inspection Summation Report.

NEW Checklist Requirements

<u>Requirement</u>	<u>Effective Date</u>
CHM.12925	12/26/2024
CHM.15225	12/26/2024
CHM.18610	08/24/2023
CHM.18620	08/24/2023
CHM.18640	08/24/2023
CHM.31150	12/26/2024

REVISED Checklist Requirements

<u>Requirement</u>	<u>Effective Date</u>
CHM.13550	08/24/2023
CHM.13600	08/24/2023
CHM.18600	08/24/2023
CHM.18700	08/24/2023
CHM.18825	08/24/2023
CHM.18850	08/24/2023
CHM.29100	08/24/2023
CHM.30150	08/24/2023
CHM.30700	08/24/2023
CHM.30800	08/24/2023
CHM.31950	12/26/2024
CHM.32300	12/26/2024
CHM.32800	12/26/2024
CHM.33900	12/26/2024

DELETED/MOVED/MERGED Checklist Requirements

<u>Requirement</u>	<u>Effective Date</u>
CHM.18800	08/23/2023
CHM.31100	12/25/2024
CHM.31200	12/25/2024
CHM.31300	12/25/2024
CHM.31400	12/25/2024
CHM.31500	12/25/2024
CHM.31550	12/25/2024
CHM.31600	12/25/2024
CHM.31650	12/25/2024
CHM.31700	12/25/2024
CHM.32100	12/25/2024