

2. TECHNICAL DATA

- |    |  |     |     |     |
|----|--|-----|-----|-----|
| A. | Is there a documented system for obtaining technical data and maintaining it up to date? | ___ | ___ | ___ |
| B. | Is the appropriate, current technical data available to personnel that need it?          | ___ | ___ | ___ |
| C. | Is there a system to prohibit hand entries or corrections to technical data?             | ___ | ___ | ___ |

3. TRAINING

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| A. | Does the facility have sufficient personnel with the necessary training, technical knowledge, and experience, for their assigned functions? | ___ | ___ | ___ |
| B. | Are training records:   |     |     |     |
|    | 1. Maintained on applicable personnel?  | ___ | ___ | ___ |
|    | 2. Kept for two years after an employee leaves employment?  | ___ | ___ | ___ |

4. MEASURING AND TEST EQUIPMENT CALIBRATION (STANDARDS)

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| A. | Is there an established program to ensure the standards used are in current calibration, and traceable to the National Institute of Standards and Technology? | ___ | ___ | ___ |
| B. | Is there a procedure to prevent standards from being used that are out of calibration?  | ___ | ___ | ___ |
| C. | Is there a listing showing the current calibration status of all calibration standards?   | ___ | ___ | ___ |

5. WORK PROCESSING

- |    |  |     |     |     |
|----|--|-----|-----|-----|
| A. | Are all items to be calibrated properly identified?                  | ___ | ___ | ___ |
| B. | Are abnormalities from standard condition recorded?                  | ___ | ___ | ___ |
| C. | Are customers notified when suitability for calibration is in doubt? | ___ | ___ | ___ |

