

		YES	NO	N/A
2.	<u>TECHNICAL DATA</u>			
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.	<u>TRAINING</u>			
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.	<u>MEASURING AND TEST EQUIPMENT CALIBRATION (STANDARDS)</u>			
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.	<u>WORK PROCESSING</u>			
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?	___	___	___