

**QUALITY ASSURANCE
INSPECTION AGENCY
AUDIT PROGRAM GUIDE**

EXHIBITS

Developed by

WACBL

**7508 Wisconsin Avenue, 4th Floor
Bethesda, Maryland 20814
301-652-7925**

Fourth Edition

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EXHIBIT 1: Minimum Requirements to be a WACEL Inspection Agency

An inspection agency that seeks WACEL membership must demonstrate and provide at a minimum evidence of the following per ASTM E329:

1. A Quality Assurance System for observation and testing services
2. Evidence of equipment calibration traceable to NIST
3. Technician certification for every technician who has been employed for more than 90 days in accord with the WACEL Bylaws.
4. The Inspection Agency relies upon an accredited laboratory for all testing services.

The Inspection Agency that provides concrete construction observation and testing services must be capable of performing required ASTM best methods or practices listed below:

1. Sampling, Method C172
2. Slump, Test Method C143
3. Unit Weight, Yield, and Air Content C138
4. Air Content, C173 (volumetric method) and C231 (pressure method)
5. Making and Curing Test Specimens, C31
6. Compressive Strength, C39
7. Capping Cylindrical Concrete Specimens C617 or C1231
8. Temperature, C1064

An inspection agency that offers soil observation and testing services shall be capable of performing the required ASTM test methods or practices listed below.

1. One-point proctors VTM-8 (Virginia) and AASHTO T-180 (Maryland), and each family of curves.
2. Field Density Testing D1556 (sand cone), and D2922 (nuclear gauge)

EXHIBIT 2: Application Form

APPLICATION FOR INSPECTION AGENCY AUDIT

1. Firm Seeking to be Audited _____

2. Address _____

_____ ZIP _____

3. Authorized Representative _____

4. Work Phone _____ Ext _____ Fax No.: _____

If information about the inspection agency that differs from information conveyed in responses to items 1-4, complete items 5-9. Otherwise skip to item 10.

5. Inspection Agency Name _____

6. Physical Address _____

_____ ZIP _____

7. Authorized Representative _____

8. Rep's Work Phone: _____ Ext _____ email: _____

9. If the individual identified in item 4 is not the same as the one in item 8, should the Materials Review and Facilities Inspection Report be sent to the person identified in item 4, item 8 or both? (Circle one) 4 8 Both

10. How many persons employed at the applicant laboratory participate in:

a. soil observation testing _____

b. concrete observation and testing _____

c. other special inspection observation and testing services _____

11. Indicate the observation and testing services you provide (check all that apply):

____soils ____concrete ____reinforcing steel
____aggregate ____masonry ____structural steel ____fireproofing
____fire stopping ____Other_____

12. Approximately when would you like the Audit to occur?
13. Are you aware that other organizations offer similar services and that these may be applied to if WACEL cannot handle your request promptly? (Circle one) Yes No
14. The fees associated with audit (which must accompany this application by check payable to WACEL) are:

WACEL Members \$1,500

Nonmembers \$6,500

The total amount due at this time, and provided herewith, is \$_____.

15. I understand that the scope of the audit involves the following:
- an examination of materials identified in Exhibit 3;
 - a review of facilities during a Materials Review and Facilities Inspection (Exhibit 5);
 - a possible reinspection to verify that deficiencies, if any, have been addressed to the satisfaction of WACEL’s Director of Technical Services within 90 dates of the date of the MRFI Report;
 - an annual review audit to assure that the inspection agency continues to meet the requirements of the WACEL Inspection Agency Audit Program and
 - the need to complete and return within 30 days of the first and second anniversary date of the accreditation a completed Certificate of Continued

Compliance (Exhibit 4) signed by the Professional Engineer in charge of the agency (Circle one to signify your understanding of the scope of the program)

Yes No

16. Do you understand that additional costs are associated with the Program? (These include the cost of Inspection Agency Audit participants' transportation to and from various meetings and the applicant laboratory, and their cost of meals, if needed? Yes

No

Do you understand that nonmembers are required to pay an additional fee and additional expenses if reinspection is required for any reason? (Circle one in response to all three questions) Yes No

17. Are you aware that WACEL may refuse to confirm the applicant inspection agency has complied with the requirements of the Audit program and this failure could result in loss of WACEL membership. If this occurs, you agree to pay all charges associated with the Audit program? (Circle one) Yes No

18. Have you read and become fully familiar with the WACEL document which describes the Quality Assurance Inspection Agency Audit Program? (Circle one) Yes No

19. Do you have authority to act on behalf of the firm herewith seeking an Audit? (Circle one) Yes No

20. Please read the following statement and add your initials where indicated only if you understand it and agree to bind to it the firm you represent:

I understand that this accreditation procedure is being entered into at the request of the firm I represent. I understand, also, that WACEL could feasibly face some liability

exposure either from the firm I represent or from third parties who may, among many other things, claim the firm I represent was negligent and that WACEL's Audit program participation was accorded in a negligent manner. As to liability exposure as a result a of claim or action brought against WACEL by the firm I represent, the firm I represent herewith agrees to take no action whatsoever against WACEL or any of its agents, voluntary or paid, for implementation of procedures associated with the accreditation process. It is understood that WACEL, for reasons it considers valid, may refuse to confirm that the applicant Inspection Agency met the requirements of the Audit Program. Even though I or another representative of that Inspection Agency may disagree with WACEL's judgment or interpretation of facts, it is agreed WACEL's determination is final. It is understood, further, that WACEL will do its best to maintain confidentiality, but that it cannot and does not offer a guarantee that confidentiality will be maintained. And as to claims which may arise from any aspect of this Audit procedure, when such claims are brought against WACEL by any entity or person other than the firm I represent, this firm hereby declares that it shall hold harmless, indemnify and defend WACEL and/or any of its agents from and against any and all such claims, as well as any losses or damages WACEL and/or its agents may suffer as a result of such claims, demands, costs or judgments.

Initials of Authorized Representative _____

21. By signature affixed below, I certify that I have read and understood WACEL's Quality Assurance Inspection Agency Audit Program Guide, as well as this Audit application form, and that, by authority vested in me by the firm I represent, herewith bind my firm to all terms and conditions of the Program as made clear in the Program Guide and to all terms and conditions made clear in this application form.

Signature _____

Date _____

RETURN THIS FORM WITH YOUR CHECK TO:

WACEL

7508 Wisconsin Avenue, 4th Floor

Bethesda, MD 20814

EXHIBIT 3: Materials for Review Listing

Inspection Agency Name:

The following list of materials must be available for review on the date of the audit inspection.

Please be certain to indicate on each copy of each document furnished exactly what the document is, unless a title or some other inherent identification in or on the document makes its

identification self-evident. The documents listed are referenced in the Materials Review and

Facilities Inspection Worksheet (Exhibit 5), with the Worksheet reference shown in parentheses.

If you have additional materials that you believe are relevant, or which you would like the

Inspection Agency Auditor to review and comment upon, include them with other materials

furnished, but be sure to describe them in a covering letter or note and explain your

reasons for providing them.

ALL MANDATORY DOCUMENTS MUST BE AVAILABLE FOR REVIEW AT THE TIME OF THE AUDIT

1. *Photocopy of registration certificate of professional engineer in full-time responsible charge of the inspection agency in jurisdiction of office location. _____

*2. General information concerning the inspection agency covered by the application, such as primary function, relationship to larger corporate entity and, if applicable, physical location of the laboratories involved. _____

*3. Written QA program (Quality Manual). _____

- *4, *Copies of internal quality system review records. _____
 - *5 Written calibration program _____
 - *6 Most recent record of calibration results _____
 - *7. Other calibration reports submitted by outside agencies. _____
 - 8. Statement of procedures which vary from those promulgated by recognized standard-setting organizations. _____
 - *9. Guidelines relative to developing and reviewing reports. _____
 - *10 Copies of policies and procedures to protect clients' confidential information and proprietary rights _____
 - *11 Copies of personnel evaluations for each test or inspection _____
 - 12. Guidelines relative to report format, standard clauses, etc. _____
 - *13. Two recent soils observation reports. _____
 - *14. Two recent concrete observation reports. _____
 - *15. Organizational chart and/or other material which identifies reporting relationships and assigns responsibilities. _____
 - 16. General personnel policies and procedures manual. _____
 - *17. Job description for each category of employee. _____
 - *18. Resume of P.E. in full-time charge of inspection and three others filling other jobs within the facility. _____
 - 19. Description of training and continuing education programs. _____
 - *20. Name and address of accredited laboratory (laboratories) that perform testing on applicant's behalf. _____
- *Failure to have this material precludes meeting program requirements.

EXHIBIT 4: Certification of Continued Compliance

Date _____ Date of Audit _____

Laboratory _____

Address _____

_____ ZIP _____

Representative _____

CERTIFICATION OF CONTINUED COMPLIANCE

This form must be completed and returned to WACEL by no later than

_____.

I have read and am familiar with WACEL's Inspection Agency Audit Program Guide specifically relative to those factors that affect quality control and the ability of this inspection agency to provide accurate, reliable test data. Furthermore, I have read and am familiar with the Materials Review and Facilities Inspection Report issued subsequent to inspection of this facility by WACEL, and any subsequent reinspection. Based on my review and understanding of these materials, and based on my knowledge of developments which have occurred in this facility over the past year, I hereby certify that no major events calling for a reinspection have transpired; that the high level of quality control is being maintained, and that this inspection agency is complies with the Inspection Agency Audit Program requirements. In addition, I recognize that the inspection agency's current audit expires on (date of expiration), and that application for a new audit n should be made no later than three months prior to that date. Signed by the registered professional engineer with full-time supervision of the inspection agency:

Printed Name of Signatory: _____

THIS SIGNED FORM MUST BE RETURNED BY NO LATER THAN

RETURN TO

WACEL

7508 Wisconsin Avenue, 4th Floor

Bethesda, MD 20814

bob@wacel.org

EXHIBIT 5: Materials Review and Facilities Inspection Worksheets

WACEL

INSPECTION AGENCY AUDIT PROGRAM

MATERIALS REVIEW AND FACILITIES

INSPECTION WORKSHEET

Instructions: Each Inspection Agency Audit participant shall be furnished with a copy of this form. Each shall complete those elements of the form that pertain to areas of concern assigned by the WACEL Director of Technical Services or Team Captain. Particularly for Materials Review, most of which should be performed prior to Facilities Inspection,. The lines to the right of each item of inquiry are provided for response to the question and for commentary. In Section 2.0, a simple "yes" or "no" seldom is the appropriate response; The DTS should indicate how well a given concern is handled by the applicant, methods of response verification (when appropriate), and such other information that will help the DTS reach conclusions. In cases where the space provided is insufficient to record comments, such comments should be made on a separate sheet of paper that clearly identifies the item of concern in question. The DTS is encouraged to record comments and observations in full, including those relating to observations about matters deemed important.

Please note that this is a generic worksheet. All questions may not be applicable to an inspection agency that does not operate a laboratory. Nonetheless, at a minimum, inspection agencies must provide evidence of a written quality assurance program, calibration records for each piece of field equipment that it uses traceable to NIST, records of technician certification

records that all outside testing it performed by a laboratory whose accreditation is recognized by the WACEL Laboratory Accreditation Committee and other processes and documentation that demonstrates the inspection agency operates to the standards and requirements of ASTM E329.

1.0 GENERAL INFORMATION

1.1 PERSON COMPLETING THIS WORKSHEET _____

1.2 APPLICANT AGENCY

1.2.1 Name _____

1.2.2 Address _____

_____ ZIP _____

1.2.3 Telephone _____ - _____ FAX _____

1.2.4 Professional engineer in full-time responsible charge

Name _____

State in which registered _____

Registration certificate no. _____

Copy of certificate provided? ____ Yes ____ No

(If "no," method of verification): _____

Verified by: _____

1.2.5 Facility manager (if not P.E. in responsible charge) _____

1.3 SERVICES PROVIDED ____ SOILS ____ CONCRETE ____ AGGREGATE

____ STRUCTURAL STEEL ____ FIREPROOFING ____ FIRE STOPPING

___ MASONRY ___ FOUNDATION ___ REINFORCED CONCRETE ___ STRUCTURAL CONCRETE

___ OTHER _____

1.4 DATE OF APPLICATION _____

1.5 DATE OF FACILITIES INSPECTION _____

2.0 GENERAL QUALITY ASSURANCE CONSIDERATIONS

2.1 QUALITY ASSURANCE POLICY

2.1.1 Is the applicant's written QA program adequate and reflective of services provided? ___ Yes ___ No

2.1.2 Has the inspection agency identified a technical (or quality) manager and nominated deputies to serve in their absence? ___ Yes ___ No

- Technical (or Quality) Manager _____

- Deputy to serve in absence _____

2.1.3 Are QA procedures implemented by principals of the applicant inspection agency? ___ Yes ___ No

2.1.4 Has the inspection agency performed and documented an internal quality system review within the past year? ___ Yes ___ No

2.1.5 Have specific procedures been developed for reviewing personnel compliance with QA activities? ___ Yes ___ No

How often? _____ By whom?

2.1.6 Other comments and observations _____

2.2 ORGANIZATIONAL POLICIES AND GENERAL REQUIREMENTS

- 2.2.1 Does each page of the QM include a preparation or revision date? Yes No
- 2.2.2 Does the QM include the legal name and address of the company and that of the main office, if different? Yes No
- 2.2.3 Does the QM include ownership and management structure? Yes No
- 2.2.4 Does the QM include an organizational chart? Yes No
- 2.2.5 Does the QM include position descriptions for each technical operational position shown?
 Yes No
- 2.2.6 Does the QM include resumes for technical staff (or ref. location)? Yes No
- 2.2.7 Does the agency use temporary site facilities? Yes No
- If so, does the QM describe this situation? Yes No NA
- 2.2.8 Does the QM include a document defining its policies and objectives for commitment to good practice and quality of inspection/testing? Yes No
- 2.2.9 Does the QM include a statement to the effect that their policies and operational procedures have been established to meet the requirements of ASTM E329? Yes No
- 2.2.10 Does the QM include a list showing applicable dates of qualifications, accreditations, and recognition by others? Yes No
- 2.2.11 Does the QM include a list of qualifications/accreditations by others? Yes No
- 2.2.12 Does the QM include a statement that the policies and procedures have been developed in order to meet the requirements of E329? Yes No
- 2.2.13 Other comments and observations _____

2.3 STAFF TRAINING/COMPETENCY/CERTIFICATIONS

- 2.3.1 Does the QM include a document describing methods used to ensure that personnel are properly trained to perform the work assigned? Yes No
- 2.3.2 Does the laboratory conduct formal competency reviews of certified technicians annually
 Yes No
- 2.3.3 Does the QM include a blank form for recording the results of training and competency evaluations? Yes No
- 2.3.4 Have training and competency evaluations been performed for all technicians? Yes No

2.3.5 Have all technicians obtained applicable certification(s) within 90 days of hire? (Acceptable certifications include WACEL, ACI, NICET, AWS, or other certifications deemed acceptable by the certification committee) ___ Yes ___ No

2.3.6 Does the inspection agency maintain records of verification of competency for external organizations used? ___ Yes ___ No

2.3.7	CONCRETE	SOIL
Supervising Field Tech	_____	_____
Level of Certification	_____	_____

2.3.8 Do supervising technicians have at least 5 years of relevant experience and an adequate certification level? ___ Yes ___ No

2.3.9 Other comments and observations _____

2.4 EQUIPMENT

2.4.1 Does the QM include an inventory of major equipment, or reference the location? ___ Yes ___ No

2.4.1.1 Does the inventory list include the name of the equipment, manufacturer, model and serial number, date received and in service, and condition? ___ Yes ___ No

2.4.2 Does the QM include a list of equipment requiring calibration/verification? ___ Yes ___ No

2.4.2.1 Does the list include the required interval, a reference to the procedure used, and the location of the resulting record? ___ Yes ___ No

2.4.3 Does the QM include in-house calibration/verification procedures, or reference the location?
___ Yes ___ No

2.4.4 Does the QM include certificates or other documents that establish the traceability of in-house calibration equipment or reference standards, or reference their location? ___ Yes ___ No

2.4.5 Do calibration/verification records include the date that the work was performed, the next due date, the individual performing the work, an identification of any calibration equipment used, and detailed results of the work performed? ___ Yes ___ No

2.4.6 Is all equipment currently calibrated or verified? ___ Yes ___ No

2.4.7 Other comments and observations _____

2.5 TEST RECORDS AND REPORTS

2.5.1 Does the QM include a document describing procedures used to prepare, check, and amend test reports? ___ Yes ___ No

2.5.2 Impressions gained from review of at least two typical reports for each discipline in which audit covers.

- Soil reports (if applicable) _____
- Concrete reports (if applicable) _____

2.5.3 Do corrections or additions to reports clearly reference the report being amended? ___ Yes ___ No

2.6 SAMPLE MANAGEMENT

2.6.1 Does the QM include standard operating procedures for sample identification, transfer of samples from the field to a laboratory, sample storage, retention, disposal, and recording of results? ___ Yes ___ No

2.7 DIAGNOSTIC AND CORRECTIVE ACTION

2.7.1 Does the QM include a procedure for handling external technical complaints? ___ Yes ___ No

2.7.2 Does the procedure include who is responsible for handling the complaint, the review system, and the type of reply issued? ___ Yes ___ No

2.8 INTERNAL QUALITY SYSTEM REVIEW

2.8.1 Does the QM include a document describing the scope of internal quality system reviews, the frequency of the reviews, identify the individual responsible for the reviews, distribution of reports to management, and identify the location of the resulting record? ___ Yes ___ No

2.9 SUBCONTRACTING AND EXTERNAL TECHNICAL SERVICES

2.9.1 Does the QM include a document describing the procedures followed relative to subcontracting and ensuring the quality of external technical services? ___ Yes ___ No

2.9.2 Does the subcontracting policy describe procedures for selecting competent subcontractors and how the results obtained from a subcontractor are reported? ___ Yes ___ No

2.9.3 Does the inspection agency maintain records of verification of competency for external organizations used? ___ Yes ___ No

2.9.4 Other comments and observations _____

2.10 TEST PROCEDURES

- 2.10.1 Does the inspection agency maintain copies of current standards which relate to the tests performed?
 Yes No
- 2.10.2 Have procedures which differ from recognized standards been committed to writing (exclusions)?
 Yes No
- 2.10.3 Are records maintained for at least 3 years? Yes No
- 2.10.4 Does the inspection agency have documented policies to ensure the protection of clients' confidential information and proprietary rights? Yes No
- 2.10.5 Does the inspection agency have documented procedures for the purchase, reception, and storage of consumable materials used for the technical operations of the firm? Yes No

2.11 EQUIPMENT

- 2.11.1 Is all equipment (including reference materials) labeled/marked/identified to indicate its calibration status? Yes No
- 2.11.2 Is non-functioning equipment (either out of calibration or not properly working) segregated from use, or clearly labeled as out of service? Yes No
- 2.11.3 Other comments and observations _____

3.0 FIELD TESTING EQUIPMENT

3.0.1	Condition of slump cones/rods	C143-5.1/5.2	_____
3.0.2.1	Evidence of smooth/nonabsorptive surface use	C143	_____
3.0.3	Condition of air meters_____	C-138/C-231	_____
3.0.S.1	Calibration of air meters_____	C-138/C-231	_____
3.0.4	Condition of unit weight buckets_____	C-29	_____
3.0.4.1	Evidence of unit weight bucket_____calibration	C-29	_____
	Plexiglas, Glass, or Metal Plate available in the correct size?		_____
3.0.5	Condition of Concrete Beam Molds	C-31	_____

3.0.6 Other

3.1 ADDITIONAL REMARKS

SOIL AND AGGREGATE TESTING EQUIPMENT

APPLICABLE
ASTM
REQUIREMENT STATUS

4.0 THERMOMETERS

Various

4.0.1 Adequate number and ranges _____

4.0.2 Checked for accuracy or traceable to NIST _____

4.0.3 Other _____

4.1 IN-PLACE DENSITY EQUIPMENT

4.1.1 Sand cone method _____ ASTM D1556 _____

- o Sand _____
- o Evidence of calibration _____
- o Jar, funnel and plate _____
- o Proper orifice and cone dimensions _____
- o Evidence of calibration _____
- o Miscellaneous equipment _____
- o Complete set (balances, drying equipment, spoons, chisels, _____

- pans, brush, etc.)_____
- 4.1.2 Nuclear method ASTM D2922
 - o NRC and/or state license on hand _____
 - o NRC and/or state regulations on hand_____
 - o Procedures manual available for operators_____
- 4.2.2 Nuclear method (continued) ASTM D2922
 - o Documentation of training _____
 - o Notice to employees identifying emergency contact_____
 - o Film badge records_____
 - o Shipping, transfer and survey records_____
 - o Transport containers properly labelled_____
 - o Sign-in/sign-out records_____
 - o Evidence of bill of lading use _____
 - o Field book with copy of license, charts and daily standard counts_____
 - o Leak test records on hand _____
 - o Calibration within 18 months (required by ASTM D2922A1.1) _____
 - o Standardization blocks (serial no. matches gauge) _____
 - o Condition and workability of equipment e.g., scraper plate flat? _____
 - o Evidence of standardization checks_____
 - o Evidence of field moisture calibration _____
 - o Other_____
- 4.2.3 Other_____
- 4.3.1 SCALES AND BALANCES D4753
- 4.3.2 All scales (field) _____
- 4.3.3. Scales _____
- 4.3.3.1 Condition_____

- 4.3.3.2 Tared _____
- 4.3.3.3 Calibrated _____
- 4.3.3.4 Other _____
- 4.3.4 Recent calibration traceable to NIST _____
- 4.3.5 Scales used for purpose intended to proper accuracy range _____
 - 4.3.5.1 Concrete weight (sufficient capacity accurate to 3.0%) C138 _____
 - 4.3.5.2 Sensitivity _____
 - 4.3.5.3 Range _____
 - 4.3.5.4 Aggregate weight (at least 100# capacity accurate to 0.1%) _____
- 4.3.6 Sand cone _____ D1556 _____
 - 4.3.6.1 20 kg readable to \pm 5 grams _____
 - 4.3.6.2 1000g readable to \pm 0.1 gram _____
- 4.3.7 Moisture Content _____ D2216 _____
 - sample < 200 g GP1* readable to 0.01g _____
 - sample > 200 g GP2 readable to 0.1g _____
- 4.3.8 Other _____

EXHIBIT 6: MFRI Report Format and Sample Wording

(Date)

Audit Review No (#)

REPORT OF MATERIALS REVIEW AND FACILITIES INSPECTION

Performed in conjunction with an Audit of (name of inspection agency, address)

This report has been prepared by the WACEL DTS.

BACKGROUND

Name of agency made available during the Audit inspection a number of written materials relevant to inspection agency's quality control.. Selected pages form these documents which have been commented upon by the reviewers are appended hereto. The balance of materials have been destroyed.

On (date), the DTS inspected the facilities of (name of laboratory), relying in part on WACEL-developed worksheets. The original worksheets used at that time, indicating the judgments employed, are attached to this report.

FINDINGS

Findings can be segregated into two distinct categories: tolerable weaknesses and deficiencies.

Tolerable Weaknesses

A tolerable weakness comprises material or activity which in its current form is marginally acceptable. The nature of the weakness is not so serious as to degrade quality to an unacceptable level, but improvement is strongly encouraged. The items involved, and generally stated suggestions for improvement, are as follows:

1.

Comment

2.

Comment

3.

Comment

4.

Comment

5.

Comment

Deficiencies

A deficiency occurs when material or activity in its current form is not acceptable. A given deficiency may comprise one or several distinct items or it may comprise a number of tolerable weaknesses which, taken together, create a deficiency.

In the opinion of the DTS, tolerable weaknesses listed as items 3, 4, and 5 above are interrelated. While any one on its own is tolerable, as indicated, the interaction between the three is such that it creates a deficiency. Accordingly, improvement of tolerable weakness 3, 4, and 5 is listed as deficiency item no. 1, below, followed by other specific deficiencies.

1. Comment

2. Comment

3. Comment

4. Comment

5. Comment

CONCLUSION

Given the deficiencies cited, the DTS cannot confirm that (name of agency) has met Inspection Agency Audit Program requirements.

RECOMMENDATION

Deficiencies nos. 1, 2 and 3 all relate to written materials that affect _____. It is not necessary to reinspect the facility in order to evaluate whether or not improvements made are sufficient. Accordingly, it is suggested that these improvements be made and that, when complete (name of inspection agency) forward to (name of DTS). Assuming the revised materials are found acceptable, the DTS can recommend that the Inspection Agency met the requirements of the Inspection Agency Audit Program.

Deficiencies nos. 4 and 5 both relate to improvement of _____. Member)

Reinspection is required before WACEL can confirm the Inspection Agency met the requirements of the Audit Program. Reinspection will be performed by (DTS). As soon as the Inspection Agency is ready for reinspection, contact DTS>

NOTE: IMPROVEMENTS MUST BE MADE WITHIN NINETY DAYS FROM THE DATE OF THIS REPORT. We strongly suggest they be made well before that date. Failure to make the changes within three months, or failure to DTS of changes within three months, results in automatic and irrevocable termination of this audit program.

COMMENT

DTS) will be pleased to communicate with a responsible representative of (name of laboratory) relative to findings, conclusions, and recommendations.

Respectfully submitted,

WACEL, Inc.

(Name), DTS

Enclosure: Selected materials pages
Checklists

pc: (Name of WACEL PA)