Surveillance visit to the Department of Agriculture, Fisheries and Forestry approved facility

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| **ORGANISATION:** |  |
| **FACILITY:** |  |
| **NATA ACCREDITATION NO:** |  |
| **CORPORATE SITE NO:** |  |
| **DATE OF VISIT:** |  |
| **AUTHORISED REPRESENTATIVE:** |  |
| **LEAD ASSESSOR:** |  |

|  |  |
| --- | --- |
| Signed by |  |
| Name |  |
| Date |  |

|  |  |
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| General Checklist for Department approved laboratories |  |
| Laboratory Approval |  |
| Does the laboratory have a DAFF letter of approval? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Does the laboratory’s approval reflect its current NATA scope? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Has the laboratory notified DAFF of changes to its NATA scope of accreditation or any change in the management (if applicable)? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Does the laboratory have a documented policy for notifying DAFF of changes to its NATA scope of accreditation? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are contact details the same as on the DAFF letter of approval? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If not please provide details: |  |
| Reporting |  |
| Does the laboratory have a policy for reporting of DAFF program results directly to DAFF and the client? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Management review |  |
| Does laboratory staff participate in management review meetings? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is participation reflected in the minutes of the management review meeting? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |