

Document and Records Control System Quiz

Passing score = 80%

Select the correct answer.

1. T F Laboratory procedures are the “how” of what is done in the laboratory.
 2. T F Software and external procedures do not need to be covered by the laboratory’s document control system.
 3. T F There are different requirements for documents and records in the ISO/IEC 17025 standard.
 4. T F It is a requirement of the ISO/IEC 17025 standard that records need to be legible.
 5. T F Checklists, templates, and forms cannot be part of a document control system.
 6. T F Traceback is not an important element of a QMS.
7. A document control system allows for:
- | | | | |
|-------------|------------------------------|----------------|-------------|
| A. Accuracy | B. Authority (by management) | C. Consistency | D. A, B & C |
|-------------|------------------------------|----------------|-------------|
8. A document control system’s most important benefit to a laboratory is to ensure that all staff:
- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| A. Use the proper personal protective equipment | B. Participate in required training | C. Are using the most current revision of laboratory documents | D. Are monitored throughout the day |
|---|-------------------------------------|--|-------------------------------------|
9. A document control system communicates:
- | | | | |
|---|--|---|----------|
| A. What staff responsibilities are in the QMS | B. To staff what procedures and policies to follow | C. How often the accreditation body will visit the laboratory | D. A & B |
|---|--|---|----------|
10. A document control system is a mechanism for defining the QMS so that it is:
- | | | | |
|---------------|-----------|---------------------|-------------|
| A. Consistent | B. Secure | C. Easily monitored | D. A, B & C |
|---------------|-----------|---------------------|-------------|
11. A document control system provides confidence in results by ensuring:
- | | | | |
|-----------------------------|-------------------------------------|---------------------------------|------------------------------|
| A. Results are reproducible | B. Analyses are only performed once | C. Analyses are never documents | D. Results can be questioned |
|-----------------------------|-------------------------------------|---------------------------------|------------------------------|
12. Controlling a document means:
- | | | | |
|--|---|--|----------|
| A. Current revision status is identified | B. Location of the document is determined | C. Documents are undated to ensure there is no issue with obsolete documents | D. A & B |
|--|---|--|----------|
13. When documents become obsolete they:
- | | | | |
|--|---|--|-------------------------------------|
| A. Are always removed from use and destroyed | B. Kept where they are. The new documents are just added. | C. Removed and, if kept, suitably marked as obsolete | D. Removed and, if kept, not marked |
|--|---|--|-------------------------------------|

