

Document and Records Control System

Quiz-Answer Key

Passing score = 80% [Answers in RED]

Select the correct answer.

1. T F Laboratory procedures are the “how” of what is done in the laboratory. (Answer: T)
2. T F Software and external procedures do not need to be covered by the laboratory’s document control system. (Answer: F)
3. T F There are different requirements for documents and records in the ISO/IEC 17025 standard. (Answer: T)
4. T F It is a requirement of the ISO/IEC 17025 standard that records need to be legible. (Answer: T)
5. T F Checklists, templates, and forms cannot be part of a document control system. (Answer: F)
6. T F Traceback is not an important element of a QMS. (Answer: F)
7. A document control system allows for: (Answer: D)

A. Accuracy	B. Authority (by management)	C. Consistency	D. A, B & C
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8. A document control system’s most important benefit to a laboratory is to ensure that all staff: (Answer: C)

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
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9. A document control system communicates: (Answer: D)

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
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10. A document control system is a mechanism for defining the QMS so that it is: (Answer: D)

A. Consistent	B. Secure	C. Easily monitored	D. A, B & C
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11. A document control system provides confidence in results by ensuring: (Answer: A)

A. Results are reproducible	B. Analyses are only performed once	C. Analyses are never documents	D. Results can be questioned
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12. Controlling a document means: (Answer: D)

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
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13. When documents become obsolete they: (Answer: C)

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
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