

Procedure for Handling Equipment That Is Out of Calibration and Deficient Testing Procedures

When it is determined that equipment is out of calibration or testing procedures are found to be deficient, the witnessing employee shall notify the [Quality Manager], who is responsible for implementing the corrective action. The laboratory shall

1. Halt any work affected by any deficiency until corrective actions have been completed and documented.
2. Begin the corrective action with an investigation to determine the root cause of the problem.
3. Review all affected work performed between the time when the equipment or testing procedure was last verified and when the deficiency was discovered.
4. Evaluate the significance of any deficiency on reported results.

If it is determined that reported results were affected, the laboratory shall immediately notify, in writing, the client and any other party as required by the contractual agreement.

The laboratory shall complete and document its corrective action in the manner described in the [Name of Lab's Corrective Action Procedure] procedure.