



Australian Government
**Department of Agriculture,
Fisheries and Forestry**

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

ORGANISATION: _____

FACILITY: _____

NATA ACCREDITATION NO: _____

CORPORATE SITE NO: _____

DATE OF VISIT: _____

AUTHORISED REPRESENTATIVE: _____

LEAD ASSESSOR: _____

Signed by _____

Name _____

Date _____

1 GENERAL CHECKLIST FOR DEPARTMENT APPROVED LABORATORIES

1.1 Laboratory Approval

- 1.1.1. Does the laboratory have a DAFF letter of approval? _____
- 1.1.2. Does the laboratory's approval reflect its current NATA scope? _____
- 1.1.3. Has the laboratory notified DAFF of changes to its NATA scope of accreditation or any change in the management (if applicable)? _____
- 1.1.4. Does the laboratory have a documented policy for notifying DAFF of changes to its NATA scope of accreditation? _____
- 1.1.5. Are contact details the same as on the DAFF letter of approval? _____

If not please provide details:

1.2 Reporting

- 1.1.6. Does the laboratory have a policy for reporting of DAFF program results directly to DAFF and the client? _____

1.3 Management review

- 1.1.7. Does laboratory staff participate in management review meetings? _____
- 1.1.8. Is participation reflected in the minutes of the management review meeting? _____