| **Job ID** | 767 979 | **Yes / No** | **Errors**  *List any errors found* | **Corrective Actions**  *What corrective actions will you undertake?* |
| --- | --- | --- | --- | --- |
| **Item** | **Description** |
| 1: Chain of Custody | Was a CoC delivered with the samples? | Yes |  |  |
| Is the CoC legible? | Yes |  |  |
| Has the CoC been signed by the client, and have they included all of their contact details? | No | The date and time is not on the chain of custody | Email client and have them confirm date and time |
| Are the testing requirements completed for each sample on the chain of custody? | No | Sample 4 – no testing requirements listed  Sample 10 – no sample is listed, one sample left is Effluent point E164 | Email client and check they want it tested  Email client and ask if this is the correct sample, then adjust chain of custody |
| Are there any non-standard requests? | Yes | Sample 1 – same day for pH | None needed |
| 2: Samples | Are all samples present? | Yes |  |  |
| Are all samples labelled? | Yes |  |  |
| Do sample labels match chain of custody? | No | Sample 8 – chain of custody = A136, sample label just says ‘A’  Sample 9 says ‘D158 on label, but just ‘D’ on chain of custody | Email client and ask which version is correct |
| Are the samples in good condition? | No | Sample 1 is cracked and half of the contents have leaked out | Email client and say not enough sample for all tests, what ones are most important |
| Is there enough sample for the tests required? | No | Sample 1 is cracked and half of the contents have leaked out | As above |

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| Technician name | Jane Smarts |
| Signature | J.Smarts |
| Date | 27/2/20 |