

**ASSESSMENT TOOL FOR ACCREDITATION OF LABORATORY FOR DRINKING WATER ANALYSIS**

Name of Laboratory: \_\_\_\_\_

Address: \_\_\_\_\_

Number & Address

Barangay/Municipality

Province/City

Region

Contact No./Fax No./E-mail Address: \_\_\_\_\_

Application for:  Initial  
 Renewal

Accreditation No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**GENERAL INFORMATION:**

Name of Owner or Governing Body (if corporation): \_\_\_\_\_

Name of Head of Laboratory: \_\_\_\_\_

Classification according to:

Ownership:	<input type="checkbox"/> Government	<input type="checkbox"/> Private
Institutional Character:	<input type="checkbox"/> Institution-Based	<input type="checkbox"/> Free-Standing
Service Capability <sup>1</sup> :	<input type="checkbox"/> Bacteriological Analysis <input type="checkbox"/> Physical Analysis	<input type="checkbox"/> Chemical Analysis <input type="checkbox"/> Radiological Analysis <sup>2</sup>

**Instructions:**

- (1) This tool serves as a guide for self-assessment of the facility in preparation for inspection/ monitoring visits.
- (2) Under REFERENCE, indicate name of laboratory document and records where the standards can be found.
- (3) Under FINDINGS, encircle (+) if item indicated is present, and (-) if item indicated is absent/ present but non-functional.
- (4) All items with (\*) shall be posted in a conspicuously designated area.
- (5) To facilitate processing and issuance of the Certificate of Accreditation, make it a point to comply with all standards prior to submission of application.
- (6) For technical assistance:
  - a. Website <http://www.doh.gov.ph>
  - b. Telephone 711-6982
  - c. Fax 781-4179

<sup>1</sup> Refer to Annex A – List of Parameters for Each Service Capability

<sup>2</sup> Philippine Nuclear Research Institute (PNRI) regulated

Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 2 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>1. <u>MANAGEMENT STANDARDS AND REQUIREMENTS</u></b></p> <p><b>1.1 <u>APPLICATION DOCUMENTS</u></b></p> <p><b>All application documents shall be valid and properly filled up.</b></p> <p><b>1.1.1 <u>Documentary Requirements:</u></b></p> <p>1.1.1.1 List of Personnel</p> <ul style="list-style-type: none"> <li>❖ Name</li> <li>❖ Position</li> <li>❖ Status: P-Permanent/ T-Temporary</li> <li>❖ Educational attainment</li> <li>❖ PRC registration number and validity (where applicable)</li> <li>❖ Training</li> <li>❖ Signature</li> </ul> <p>1.1.1.2 List of Equipments/Instruments</p> <ul style="list-style-type: none"> <li>❖ Name of equipment</li> <li>❖ Date acquired with proof of purchase</li> <li>❖ Quantity</li> <li>❖ Functional status</li> </ul> <p>1.1.1.3 Floor Layout</p> <ul style="list-style-type: none"> <li>❖ Properly labeled areas with appropriate scale to include spatial relationship with adjacent areas if present.</li> </ul> <p>1.1.1.4 Certificates and Permits</p> <p><b>The laboratory shall comply with the following certificates and permits, which shall be valid and current. They shall be filled up and posted conspicuously at the reception area.</b></p> <ul style="list-style-type: none"> <li>❖ DTI Registration * (for private lab)</li> <li>❖ SEC Registration (if corporation)</li> <li>❖ Issuance or Board Resolution (for government lab)</li> <li>❖ Proof of qualification for the *: <ul style="list-style-type: none"> <li>▪ Head of Laboratory</li> <li>▪ Analyst</li> </ul> </li> <li>❖ Proof of ownership of the premises (valid and notarized to include location map)</li> </ul> <p>1.1.1.5 Assessment Tool</p> <ul style="list-style-type: none"> <li>❖ Properly accomplished and completed</li> </ul>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>





Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 5 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>1.4 <u>DOCUMENT AND RECORDS</u></b></p> <p><b>The laboratory shall maintain records in a manner that allows reconstruction of all activities, easy retrieval and minimum retention.</b></p> <p><b>1.4.1 <u>Document Control:</u></b></p> <p>1.4.1.1 There shall be a written policy to control all documents that form part of its quality system both internal and external and shall ensure the following:</p> <ul style="list-style-type: none"> <li>❖ Availability of the authorized editions of documents</li> <li>❖ Periodic review and revision of the documents</li> <li>❖ Removal of invalid or obsolete documents</li> <li>❖ All hand amendments clearly marked, initialed and dated</li> <li>❖ Copies of the SOP Manual available at the bench or work area</li> <li>❖ Work instructions of the SOP match the SOP Manual</li> </ul> <p><b>1.4.2 <u>Control of Records:</u></b></p> <p>1.4.2.1 There shall be a written policy for handling of quality and technical records, including but not limited to:</p> <ul style="list-style-type: none"> <li>❖ Records maintenance</li> <li>❖ Security and confidentiality</li> <li>❖ Protection and back-up</li> <li>❖ Audit trail</li> <li>❖ Corrections/ alterations</li> </ul> <p>1.4.2.2 Records shall be legible, stored and readily retrievable in suitable environment to prevent damage, deterioration and loss.</p> <p>1.4.2.3 All observations, data and calculations shall be recorded and written in permanent ink (e.g. logbook, raw data sheet).</p>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2. <u>TECHNICAL STANDARDS AND REQUIREMENTS</u></b></p>		
<p><b>2.1 <u>PERSONNEL</u></b></p>		
<p>The laboratory shall ensure personnel performing specific tasks are qualified on the basis of education, training, experience and/ or demonstrated skills, and appropriate supervision is provided when staff is being trained.</p>		
<p>The personnel shall be employed or contracted, and work in accordance with the quality system.</p>		
<p>There shall be current job descriptions for managerial, technical and key support staff.</p>		
<p><b>2.1.1 <u>Head of the Laboratory:</u></b></p>		
<p>The laboratory shall be under the direction and supervision of a competent professional who has management training and at least three (3) years experience in the theory and practice of procedures used in water testing.</p>		
<p>2.1.1.1 Proof of qualification</p>		
<ul style="list-style-type: none"> <li>❖ PRC ID/ PRC Board Certificate/ PAM Registration*</li> <li>❖ PSP Certificate (Clinical Pathology)*, if applicable</li> <li>❖ Record of Work Experience</li> </ul>		
<p>2.1.1.2 Proof of employment (appointment/ contract)</p>		
<p><b>2.1.2 <u>Analyst:</u></b></p>		
<p>The analyst involved in the performance of laboratory procedures shall have the appropriate baccalaureate degree and at least two (2) years experience in water testing procedures relevant to the service capability of the laboratory.</p>		
<p>2.1.2.1 Proof of qualification</p>		
<ul style="list-style-type: none"> <li>❖ PRC ID/ PRC Board Certificate/ PAM Registration*</li> <li>❖ For Bacteriological Analysis: Registered Medical Technologist/ Microbiologist/ Other Allied Health Professionals</li> <li>❖ For Chemical/ Physical Analysis: Registered Chemist/ Registered Chemical Technician (for chemical analysis)</li> <li>❖ Record of Work Experience</li> </ul>		
<p>2.1.2.2 Proof of employment (appointment/ contract)</p>		
<p>2.1.2.3 Certifying lab results</p>		
<ul style="list-style-type: none"> <li>❖ For Bacteriological Analysis: Registered Medical Technologist/ Microbiologist/ Other Allied Health Professionals</li> <li>❖ For Chemical/ Physical Analysis: Registered Chemist</li> </ul>		

Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 7 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2.1.3 <u>Laboratory Aide/ Technician:</u></b></p> <p>The laboratory aide/ technician shall have training or at least six (6) months experience on clerical and laboratory support.</p> <p>2.1.3.1 Proof of qualification</p> <ul style="list-style-type: none"> <li>❖ Transcript of Records (finished at least 2 years of college)</li> <li>❖ Certificate of Training/ Record of Work Experience</li> </ul> <p>2.1.3.2 Proof of employment (appointment/ contract)</p>		<p>(+) (-)</p> <p>(+) (-)</p>
<p><b>2.2 <u>PHYSICAL PLANT</u></b></p> <p><b>Adequate facility shall be in place for the safe and efficient operation of the laboratory.</b></p> <p><b>2.2.1 <u>Floor Area:</u></b></p> <p>2.2.1.1 Work Area</p> <ul style="list-style-type: none"> <li>❖ The work area shall correlate with the volume and type of analysis to be undertaken including provision for periods of peak workload.</li> <li>❖ It shall have a minimum of twenty (20) square meters of work area for each service capability.</li> <li>❖ It shall have sufficient <ul style="list-style-type: none"> <li>▪ Counter top for sample processing</li> <li>▪ Storage cabinet for equipment, instruments, reagents and supplies</li> <li>▪ Sink with strong water supply for cleaning and sterilizing</li> <li>▪ Fume hoods for handling of acids and organic chemicals</li> <li>▪ Containment facility for bacteriological analysis</li> </ul> </li> </ul> <p><b>2.2.2 <u>Utilities:</u></b></p> <p>2.2.2.1 The laboratory shall be housed in a permanent building with adequate power supply, water supply, and ventilation.</p> <ul style="list-style-type: none"> <li>❖ There shall be adequate running water in the work area.</li> <li>❖ Air conditioning unit may be used for improved ventilation.</li> </ul>		<p>(+) (-)</p> <p>(+) (-)</p>

Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 8 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2.2.3 <u>Waste Facility:</u></b></p> <p>2.2.3.1 There shall be a written policy for laboratory waste management following universal guidelines.</p> <p>2.2.3.2 There shall be an implementation plan.</p> <p>2.2.3.3 There shall be an inventory of waste chemicals including estimate concentration, means of disposal/ or containment, and frequency of disposal.</p> <p><b>2.2.4 <u>Housekeeping:</u></b></p> <p>2.2.4.1 There shall be a written policy for laboratory housekeeping following universal guidelines.</p> <p>2.2.4.2 The laboratory shall be kept clean, dust-free, odor-free, safe and secured.</p> <p>2.2.4.3 There shall be a written program for vermin control.</p> <p><b>2.2.5 <u>Personnel Safety:</u></b></p> <p>2.2.5.1 There shall be a written policy for safety of personnel following universal guidelines.</p> <p>2.2.5.2 Personnel safety devices such as safety gloves, safety glasses, laboratory gowns, and face masks, shall be available when appropriate.</p>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>
<p><b>2.3 <u>EQUIPMENT, INSTRUMENTS, REAGENTS AND SUPPLIES</u></b></p> <p><b>Necessary equipment, instruments, reagents and supplies shall be in place for the safe and efficient operation of the laboratory.</b></p> <p><b>2.3.1 <u>Equipment/ Instruments:</u></b></p> <p>2.3.1.1 There shall be functional and operational equipment/ instruments.</p> <p>2.3.1.2 There shall be a readily available inventory of equipment/ instruments.</p> <p>2.3.1.3 There shall be a written program for preventive/ corrective maintenance of equipment/ instruments.</p> <p>2.3.1.4 There shall be a written program for calibration of equipment designed and operated so that calibrations and measurements are traceable to the International System of Units (SI Units).</p>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>

Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 9 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2.3.2 <u>Reagents/ Supplies:</u></b></p> <p>2.3.2.1 There shall be appropriate reagents/ supplies to perform the water analysis.</p> <p>❖ The reagents/ supplies shall conform to the requirements of NRL, PNSDW, AWWA, APHA, and WPCF.</p> <p>2.3.2.2 There shall be a readily available inventory of reagents/ supplies.</p> <p>2.3.2.3 There shall be a written program for calibration of volumetric laboratory wares designed and operated so that calibrations and measurements are traceable to the International System of Units (SI Units).</p>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>
<p><b>2.4 <u>ANALYTICAL METHODS</u></b></p> <p><b>The laboratory shall use appropriate methods and procedures for all calibrations and tests.</b></p> <p><b>2.4.1 <u>Method Selection:</u></b></p> <p>2.4.1.1 The laboratory shall select analytical methods that are appropriate for the analyte and sample matrix based on the current PNSDW and the latest locally available Standard Method for the Examination of Water and Waste Water, AWWA, APHA, WPCF that produce the appropriate quantitative levels<sup>3</sup>.</p> <p><b>2.4.2 <u>Uncertainty of Measurement:</u></b></p> <p>2.4.2.1 There shall be written procedures for estimating uncertainty of measurement.</p> <p><b>2.4.3 <u>Calculations and Data Transfers:</u></b></p> <p>2.4.3.1 The laboratory shall ensure calculations and data transfers are checked in a systematic manner.</p>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>

<sup>3</sup> Refer to Annex B – List of Equipment, Reagent, Laboratory Ware and Materials for Specific Test





Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 12 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2.6 <u>REPORTING THE RESULTS</u></b></p> <p>Results shall be reported accurately, clearly, unambiguously and objectively, and in accordance with specific instructions in the methods.</p> <p><b>2.6.1 <u>Test Results/ Reports:</u></b></p> <p>2.6.1.1 All observations, data and calculations shall be recorded.</p> <p>2.6.1.2 There shall be logbooks and/or worksheets that include:</p> <ul style="list-style-type: none"> <li>❖ Date of the test</li> <li>❖ Name of analyst</li> <li>❖ Analyte</li> <li>❖ Sample details (source, date and time of sampling, sample code)</li> <li>❖ Test observations</li> <li>❖ All rough calculations</li> <li>❖ Relevant instrument traces</li> <li>❖ Relevant calibration data</li> </ul> <p>2.6.1.3 Test results/ reports shall include, but not limited to, the following information</p> <ul style="list-style-type: none"> <li>❖ Date of the test</li> <li>❖ Client details (name, address, contact number)</li> <li>❖ Name and signature of analyst</li> <li>❖ Name and signature of laboratory head/ certifying officer</li> <li>❖ Analyte</li> <li>❖ Sample details (source, date and time of sampling, sample code)</li> <li>❖ Method used</li> <li>❖ Test results</li> <li>❖ PNSDW values</li> </ul>		<p>(+) (-)</p> <p>(+) (-)</p> <p>(+) (-)</p>

Republic of the Philippines  
Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
Manila

Form LDW-COA-AT-2007

Page 13 of 13

STANDARDS AND REQUIREMENTS	REFERENCE	FINDINGS
<p><b>2.7 <u>QUALITY ASSURANCE PROGRAM</u></b></p> <p><b>The laboratory shall prepare and adopt a quality assurance program to establish, maintain and improve the quality of data generated by the laboratory.</b></p>		
<p><b>2.7.1 <u>Internal Quality Assurance:</u></b></p>		
<p>2.7.1.1 The laboratory shall have written procedures on quality control for monitoring validity of tests and calibrations.</p> <ul style="list-style-type: none"> <li>❖ Regular use of certified reference materials</li> <li>❖ Replication using the same or different methods</li> <li>❖ Retesting or recalibration of samples</li> <li>❖ Correlation of results for different characteristics of a sample</li> <li>❖ Recording of results so as trends are detectable and statistical techniques may be applied to the reviewing of the results where practicable</li> </ul>		(+)
<p>2.7.1.2 The laboratory shall conduct an internal quality audit at least every six (6) months.</p>		(+)
<p>2.7.1.3 All quality control charts shall be displayed in a conspicuous place in the laboratory.</p>		(+)
<p><b>2.7.2 <u>External Quality Assurance:</u></b></p>		
<p>2.7.2.1 The laboratory shall participate in proficiency testing programs.</p>		(+)
<p>2.7.2.2 It shall maintain a record of receipt of samples for EQAS from NRL.</p>		(+)
<p>2.7.2.3 It shall submit a record of results to NRL.</p>		(+)
<p>2.7.2.4 It shall keep a record of corrective action taken when evaluation of performance is below satisfactory.</p>		(+)

**RESULT:**

- Compliance - Comply with ALL standards and requirements
- Non-Compliance - Does not comply with ALL standards and requirements