Workbook Checklist
(Ref. SOP LAB-025)

Characteristic	Does not conform on Workbook page number(s)	Conforms
The Workbook is bound, with consecutively numbered pages		
Workbook is numbered and labelled with Analysts' name and 1st test date		
"Contents" page is filled in with: title, date, page number and comments		
Name, Inspection lot number or Batch No. of product tested		
Testing date		
Raw data (weights, volumes, etc.)		
Name of equipment system used (when several possibilities available), e.g. Balance, pH meter, Oven		
Number of Control Method used		
Entries neat and legible, in Blue or Black ink		
Corrections neatly crossed out, initialled, dated and reason for correction noted (e.g. EE)		
No scribbles or liquid paper		
No pencil, no Red pen, no scraps of paper		
Manual calculations shown & double checked for accuracy daily		
Workbook reviewed 3-monthly		
Chemicals used: Manufacturer, Lot no, Expiry Date, date container opened - all noted		
Primary and Secondary Standards: Batch No., code, Expiry Date, assay - all noted		
HPLC/GC column Serial number noted		
Printouts are attached securely to Workbook and are initialled and dated		
Each page signed and dated		
"Continued on page", "Continued from", pages filled in		
"Notebook No." and "Project" headings at top of page filled in		
FOR AUDITS BY LAB MANAGER Logical Flow Of Experiment		
Period Workbook Reviewed:		
Workbook Belonging to:	Book Number(s):	
Reviewer Name and initial:	Date:	