

BQ-9000 Laboratory Program Requirements

APPENDIX C

BQF-1 Form BQ-9000 External Laboratory Verification Revision 4 Effective June 1, 2010

1. Are you a BQ-9000 registered laboratory? If yes what is the scope of registration? Attach certificate, sign, and date and return form – no further questions need be answered.
2. Is the laboratory registered with any certifying body? ____ Yes ____ No
If yes, please provide the name of the certifying body and the laboratory's registration number
3. Does the Laboratory have the current ASTM D6751 specifications and current ASTM test methods for all biodiesel Tests that they perform? ____ Yes ____ No

Attach a copy of the Laboratory's test equipment used for biodiesel testing.

4. Describe what method the Laboratory used to ensure that they have the latest versions of ASTM documents?
5. Does the Laboratory calibrate the test equipment at least as frequently as required by the ASTM test methods used for testing Biodiesel? ____ Yes ____ No
6. For some of the Biodiesel ASTM tests, the test methods do not define a schedule for calibrating the test equipment. For these test methods, does the Laboratory have a schedule to calibrate test equipment? ____ Yes ____ No

Attach a copy of the Laboratory's schedule for calibrating test equipment used for biodiesel testing. (May be combined with question 3)

7. Describe what basis is used for establishing the recalibration schedule for the test methods described in question 4?
8. Describe the method used to ensure the expired reagents or degraded reagents are cleared from the Laboratory and not accidentally used.
9. What basis is used to determine when maintenance is to be performed on test equipment?
10. How long are the calibration and equipment maintenance records maintained?
11. What method is used to train personnel to competently perform these tests? Note: Attendance at seminars or conferences is not considered adequate training methods, unless these meetings are held specifically for Test Method training. Describe the training methods
12. Are these training records maintained? ____ Yes ____ No
13. How frequently is retraining required?

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14. Describe the Laboratory's internal audit process? Who performs the audit? Who reviews the results? Is there a system for processing corrective actions?
15. Describe what method does the Laboratory use to ensure that their testing results are accurate? Such as ASTM Cross Check Program, QC Samples, Third Party testing, etc.
16. Describe the process for analyzing the data generated to verify the effectiveness of the Laboratory's testing performance. Who performs the analysis? Who reviews the results? What frequency? Is corrective action used?
17. Describe the actions taken when test results are reported and the test equipment is later found out of calibration.
18. How long does the Laboratory retain samples submitted for Biodiesel testing?
19. Does the Laboratory's report analytical results reference the test method used?
 Yes No
20. When a Laboratory uses an external third party Laboratory for some of the Biodiesel testing, is the third party Laboratory referenced on the test results form?
 Yes No
21. What methods are used to ensure that the external third party Laboratory meets these same quality system requirements as specified on this BQF-1 form? Describe.

Laboratory Name: _____

Laboratory Address: _____

Laboratory Manager Signature: _____

Date: _____

When submitting this form, attach sufficient objective evidence to verify compliance with the laboratory requirements where appropriate.