

Form BQF-1
BQ-9000 External Laboratory Verification

1. Does the Laboratory have the current ASTM D6751 specifications and current ASTM test methods for all biodiesel Tests that they perform? ____ Yes ____ No
2. What method does the Laboratory use to ensure that they have the latest versions of these documents? Describe:
3. Does the Laboratory calibrate the test equipment at least as frequently as required by the ASTM test methods used for testing Biodiesel? ____ Yes ____ No
4. 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.
5. What basis is used for establishing the recalibration schedule for the test methods described in question 4? Describe:
6. Describe the method used to ensure that expired reagents or degraded reagents are cleared from the Laboratory and not accidentally used.
7. What basis is used to determine when maintenance is to be performed on test equipment?
8. How long are the calibration and equipment maintenance records maintained?
9. 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
10. Are these training records maintained? ____ Yes ____ No
11. How frequently is retraining required?

Form BQF-1
BQ-9000 External Laboratory Verification

12. Describe the Laboratory's internal audit process? Who performs the audit? Who reviews the results? Is there a system for processing corrective actions?
13. 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. Describe:
14. 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?
15. Describe the actions taken when test results have been reported and the test equipment is later found out of calibration.
16. How long does the Laboratory retain samples submitted for Biodiesel testing?
17. Do the Laboratory's reported analytical results reference the test method used?
 Yes No
18. Is the Laboratory registered with any certifying body as related to fuels testing?
 Yes No Please provide the name of the certifying body and the Laboratory's registration number.
19. When a Laboratory uses a third party Laboratory for some of the Biodiesel testing, is the third party Laboratory referenced on the test results form? Yes No
20. What methods are used to ensure that the third party Laboratory meets these same quality system requirements as specified on this BQF-1 form? Describe.