

Accreditation

Increase Efficiency of Lab Accreditation and Audit Processes

CoMET firms that seek and maintain AASHTO R18 Quality Management System (QMS) accreditation for their laboratories go through a comprehensive process that requires meticulous record keeping in order to demonstrate a firm's laboratory practices and quality management system.

In 2017, the R18 QMS guidance document for accreditation grew in scope by 300 percent and the costs for lengthy accreditation audits to support this can be significant. Firms are looking for a comprehensive solution to consistently manage policy and procedure-driven information, particularly across multiple lab locations.

CENTRALIZED SOURCE OF TRUTH

If you are using paper forms to document training and certifications for lab technicians or to maintain equipment inventory and calibration logs, these forms can get lost in file cabinets and are not easy to find and reference during an audit. This can cost you time and money. If you are missing forms or the forms you have are incomplete, preparing for an audit can be an overwhelming effort. On average, firms spend 14 to 21 days preparing for the multi-day and sometimes multi-week audits.

To simplify the accreditation process, you need access to a single source of truth for documents and accreditation-related information. MetaField Accreditation not only provides a central location to store your documents, but also helps you and your firm organize the information to assist in your success of meeting the R18 standard.

REDUCE THE COSTLY IMPACT OF AUDITOR VISITS

With MetaField's Accreditation capabilities, you can digitally manage day-to-day lab operations to ensure compliance with your QMS. Systematize repeatable activities, eliminating the last-minute push to complete overlooked tasks. Records can be searched and easily retrieved, dramatically reducing oversight and audit time.

- Single point of access, across offices, for streamlined storage of the latest version of accreditation documents.
- Increase efficiency and consistency of training and evaluation processes.
- Accurate and defensible record keeping that can be easily referenced in an audit.

MINIMIZE OVERSIGHT OF ACCREDITATION PROCESSES

MetaField's Accreditation capabilities provide vital support for laboratory accreditation and audits, helping you streamline the preparation and reduce the costly impact of auditor visits. Features include:

- **Documents**—central repository for lab-specific accreditation related information.
 - » Documents can include your firm's Quality Management System manual, company-wide policies and procedures, corporate org charts, lab position descriptions and bios, and AASHTO and ASTM standards.

- **Evaluation Forms**—record, track and store field and lab staff training via competency verifications and written evaluations.
 - » MetaField provides 90+ competency verification forms and 25+ written evaluation forms that are pre-defined and industry compliant.
 - » Templated forms cover high-volume sampling and test standards that can be customized to meet the nuances of individual firms.
 - » Templated forms allow the evaluator to indicate a pass/fail result throughout the step-by-step process.
 - » Utilizing MetaField’s DIY Engine additional forms can be built to meet your complete training and accreditation needs.
 - » Structured, stored data supports the ability to easily filter and search training records during audits to prove competencies.
- **Certifications**—record, track and store staff certifications.
 - » Add all personnel technical certifications.
 - » Track and manage certification expiration dates.
- **Equipment**—record and track field and lab equipment inventory, calibration, and maintenance.
 - » Build and manage equipment inventory.
 - » Track calibration expiration dates.
 - » Create calibration forms with step-by-step guidelines so your lab staff know what to look for when recording calibration data.

Built-in integration with:	AgilePort® Client Portal, AgileStamp® Digital Signatures
System Requirements and Specifications:	Optimized for desktop and mobile, including iOS, Android, and Windows
Remote user:	Cellular, Wi-Fi, or wired internet-connected device with a JavaScript/HTML5 compatible browser
Office user:	Broadband, commercial grade connection to the internet using PC with compatible versions of Google Chrome, FireFox, or Microsoft Internet Explorer



To learn more about how the MetaField Accreditation module helps your firm streamline complex workflows for greater productivity and profitability visit www.agileframeworks.com. Call 1.800.779.1196 or email sales@agileframeworks.com to **REQUEST A DEMO**.