

TESTING METHOD

CONFIDENTIAL

Item: TM-QA-Analyst	Description QA Raw/in process/final product analyst testing			
Version : 02	Supersedes: 01	Created by / date: GM / 12/2/2014	Approved by / date: (QA sig)	

**Analyst testing procedure**

*This examination is to be conducted at least annually for each qualified analyst to ensure competence in macroscopic, microscopic, and organoleptic analysis of raw materials, as well as organoleptic analysis of in-process and final products.*

1. Record name of analyst, name of examiner, and date on testing record.
2. Examiner obtains ten samples of in-process and final products, and places them in containers labeled T1 through T10. Examiner records the identity of the samples on the testing record on the appropriate row.
3. Examiner leaves the room and QA analyst conducts macroscopic, microscopic, and organoleptic analysis and determines the identity on the 10 samples, recording the data in the QA lab notebook.
4. When analyst has completed the exam, examiner returns and transcribes the botanical identity determined by the QA analyst on the testing record on the appropriate row.
5. Finished testing record is signed by examiner and placed in the QA analyst's personnel folder.