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RSI BULLETIN #R-022

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SUBJECT: RSI Process to Support Audits of Test Laboratories

In accordance to the CMA Code of Practice, the test laboratories, after choosing an auditor, authorize the *CMA Monitoring Agency* (RSI) to release to the auditor the total number, by test type, of scheduled tests, and the fate (i.e., completed, terminated) of each test for that laboratory (refer to Audit Process of Appendix J of the Code of Practice). The following describes the information supplied by RSI and the process for release of this information.

RSI supplies a list of registered tests[1] that includes the fate of each test. To ensure the sponsoring companies' proprietary data are protected, the tests are not identified by formulation/stand codes. In lieu of the formulation/stand code, RSI uses a *unique test number* contained in the ASTM test report. If reconciliation of test data are required, the test laboratory can cross-reference the test number to a specific formulation/stand code.

Before releasing the list(s) of tests to the auditing firm or laboratory, RSI must receive a written request from the laboratory representative. The request must include:

1. Name, address and phone number of the auditing firm and test laboratory
2. Name of the individual(s) entitled to receive information
3. Beginning and ending period of time for tests being audited
4. Projected time of on-site visit by auditors (NOTE: This is required to ensure adequate RSI staffing to accommodate laboratory audit.)

The list(s) are sent by certified mail, return receipt requested.

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[1] *Scheduled* tests are simultaneously communicated to the lab and RSI by the sponsoring company. Reconciliation of scheduled tests primarily occurs between the lab and sponsor.