

LIMS, CoA and audit trail checklist

Evaluate whether the current workflow captures sample, method, batch, operator, review, report and customer portal.

Prepared for water microbiology, traceability and product selection conversations.

Objective

- Evaluate whether the current workflow captures sample, method, batch, operator, review, report and customer portal.

Scope

- Audience: Laboratories, QA/QC, distributors, multi-site companies
- Region: Global
- Level: Operational and digital
- Reading time: 9-11 min
- Related topics: LIMS, CoA, Audit trail, ISO/IEC 17025, AquaVerify Cloud

How to use this checklist

- Use the checklist before selecting a product, defining a sampling plan, preparing an audit file or opening a platform discussion.
- Keep one completed copy with the sample plan, product decision, reviewer notes and report evidence.
- Confirm final method, accreditation and competent-authority requirements inside the organization quality system.

Controls to verify

- | | | | |
|--------------------------|---|---------------------|--------|
| <input type="checkbox"/> | When to evaluate a software layer for water quality | | |
| | Status: | Responsible person: | Notes: |
| <input type="checkbox"/> | From isolated result to reviewable evidence | | |
| | Status: | Responsible person: | Notes: |
| <input type="checkbox"/> | Spreadsheet vs connected LIMS | | |
| | Status: | Responsible person: | Notes: |

- Digital traceability checklist

Status:	Responsible person:	Notes:
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- Related products

Status:	Responsible person:	Notes:
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- Official references

Status:	Responsible person:	Notes:
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- Recommended next step

Status:	Responsible person:	Notes:
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- Does every sample have a unique ID, customer, point and objective?

Status:	Responsible person:	Notes:
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- Does the system record method, product, lot and operator?

Status:	Responsible person:	Notes:
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- Are controls and observations linked to the result?

Status:	Responsible person:	Notes:
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- Is technical review required before report release?

Status:	Responsible person:	Notes:
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- Is the CoA generated from traceable data?

Status:	Responsible person:	Notes:
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- Is there change history or audit trail?

Status:	Responsible person:	Notes:
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- Can customers access results without weakening document control?

Status:	Responsible person:	Notes:
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- Do inventory, logistics and laboratory teams share information?

Status:	Responsible person:	Notes:
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- Does the system preserve technical context instead of promising automatic compliance?

Status:	Responsible person:	Notes:
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- AquaVerify Cloud - LIMS, CoA, audit trail, customer portal and documentary traceability.

Status:	Responsible person:	Notes:
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- ENUMERA - Quantitative kits for microbiological enumeration and documentable results.

Status:	Responsible person:	Notes:
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- INDICA - Presence/absence tests for screening, rapid verification and routine control.

Status:	Responsible person:	Notes:
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- Kits ISO/EPA - Technical workflows alignable with ISO/EPA references depending on matrix, method and laboratory scope.

Status:	Responsible person:	Notes:
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- Lab Essentials - Prepared media, controls, reagents and materials to reduce operational variability.

Status:	Responsible person:	Notes:
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- Water analysis laboratories

Status:	Responsible person:	Notes:
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- Water quality control

Status:	Responsible person:	Notes:
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- Municipal water analysis

Status:	Responsible person:	Notes:
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<input type="checkbox"/>	Industrial process water		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	Water risk management in facilities		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	ISO/IEC 17025 - Testing and calibration laboratories		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	WHO - Water safety planning		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	WHO - Water safety plan manual: step-by-step risk management for drinking-water suppliers		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	Directive (EU) 2020/2184 on the quality of water intended for human consumption		
	Status:	Responsible person:	Notes:
<input type="checkbox"/>	Real Decreto 3/2023 - criterios técnico-sanitarios de la calidad del agua de consumo en España		
	Status:	Responsible person:	Notes:

Evidence to retain

- Status: Compliant / Partial / Non-compliant / Not applicable
- Responsible person:
- Notes:

Sources and links

- Associated HTML resource: <https://aquaverify.com/resources/water-compliance-software-guide>
<https://aquaverify.com/resources/water-compliance-software-guide>

Suggested next step

Use the completed checklist to prepare a product, platform, distributor or OEM discussion with AquaVerify.

HTML resource URL:

<https://aquaverify.com/resources/water-compliance-software-guide>

This document is technical orientation material. Method validation, accreditation, competent authority requirements and the quality system of each organization remain decisive.