

Analyst Competency Matrix

Method Qualification Tracking — QC Laboratory

This matrix tracks each analyst's qualification status for every test method performed in the QC laboratory. Competency demonstrated through documented training, observed performance, and proficiency testing. Addresses ISO 17025 Section 6.2 and ISO 9001 Clause 7.2.

Status: Q = Qualified | T = In Training | — = Not Trained | R = Requalification Due

Analyst	Role	pH	Titrateable Acidity	Moisture (LOD)	Micro Plating	Coliform MPN	Turbidity	Conduct.	Color (Visual)	Sample Receipt
M. Santos	QC Supervisor	Q	Q	Q	Q	Q	Q	Q	Q	Q
J. Chen	Sr. Analyst	Q	Q	Q	Q	Q	Q	Q	Q	Q
P. Patel	Analyst II	Q	Q	Q	T	T	Q	Q	Q	Q
D. Williams	Analyst I	Q	T	Q	—	—	Q	Q	Q	Q
S. Kim	Analyst I	Q	Q	T	—	—	T	R	Q	Q
C. Rivera	Lab Tech	T	—	—	—	—	T	T	Q	Q
Qualified:		5/6	4/6	4/6	2/6	2/6	4/6	4/6	6/6	6/6

Qualification Requirements

Level	Requirements	Requalification
Qualified (Q)	Documented training on method SOP completed. Observed performance by qualified analyst (min. 3 runs). Proficiency test passed: results within ± 2 std. dev. of reference. Supervisor sign-off on record.	Annual proficiency testing. Triggered by >6 month gap, method revision, or failed proficiency.
In Training (T)	Method training assigned and in progress. Working under direct supervision. Not authorized to release results independently.	Must complete qualification within 90 days or re-evaluate.
Not Trained (—)	Not assigned or not required for current role.	N/A

Key Findings

- Only 2 of 6 lab personnel (33%) are fully qualified across all methods they perform. ISO 17025 6.2.5 requires documented competence evidence for every method an analyst performs.
- No formal proficiency testing program. Qualification based on supervisor observation only, without documented acceptance limits.
- One analyst (S. Kim) has an unaddressed requalification flag on Conductivity (SOP-TM-007). This is a nonconformity under ISO 9001 Clause 7.2.

Recommendation: Implement formal qualification and proficiency testing covering all analysts and methods within 60 days. High-probability audit finding.

This is a sample excerpt. The full competency system includes individual qualification records, proficiency test templates, training logs, and monitoring procedures.

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