



# Healthcare Lab Procedure Checklist: Quality Control & Documentation

## Sample Reception & Logging

Ensures proper receiving, labeling, and tracking of all incoming samples.

### Date and Time of Receipt

Enter date...

### Sample Volume (mL)

Enter a number...

### Sample Type

- ☐ Blood
- ☐ Urine
- ☐ Tissue
- ☐ Other

### Requisition Number

Write something...

### Special Handling Instructions

Write something...

### Image of Sample Label

 Upload File

### Received By (Initials)

Write something...

## Equipment Calibration & Maintenance

Verifies that all lab equipment is properly calibrated and maintained according to schedule.

### Last Calibration Date

Enter date...

### Calibration Reading (Current)

Enter a number...

### Calibration Reading (Target)

Enter a number...

### Calibration Standard Used

- ☐ NIST traceable
- ☐ Internal Standard
- ☐ Other

### Technician Performing Calibration

Write something...

### Next Calibration Due Date

Enter date...

### Calibration Notes / Deviations

Write something...

### Calibration Certificate (Optional)

 Upload File

## Reagent Preparation & Storage

Confirms accurate preparation and appropriate storage conditions for all reagents.

### Reagent Lot Number

Write something...

### Preparation Date (YYYY-MM-DD)

Enter a number...

### Reagent Type

- ☐ Buffer
- ☐ Enzyme
- ☐ Standard
- ☐ Stain
- ☐ Other

### Expiry Date (YYYY-MM-DD)

Enter a number...

### Preparation Instructions Followed (Detailed)

Write something...

### Storage Location

- ☐ Refrigerator (2-8°C)
- ☐ Freezer (-20°C)
- ☐ Liquid Nitrogen
- ☐ Room Temperature

### Special Storage Conditions (e.g., light sensitive, humidity)

Write something...

## Procedure Execution & Data Recording

Details steps for performing tests correctly and documenting results precisely.

### Patient Identification Verification

Write something...

### Sample Volume (mL)

Enter a number...

### Reagent Lot Number

☐ Lot #12345

☐ Lot #67890

☐ Lot #13579

### Procedure Start Time

### Incubation Temperature (°C)

Enter a number...

### Instrument Used

Write something...

### Reading/Result Value

Enter a number...

### Procedure Date

Enter date...

## Quality Control Samples & Validation

Outlines procedures for running QC samples and validating test results.

### Lot Number of QC Material

Enter a number...

### Target Value (Mean)

Enter a number...

### Acceptance Range (Lower Limit)

Enter a number...

### Acceptance Range (Upper Limit)

Enter a number...

### Measured Value

Enter a number...

### Result (Pass/Fail)

☐ Pass

☐ Fail

### Comments/Notes (if Fail)

Write something...

### Date of QC Run

Enter date...

### Time of QC Run

## Result Verification & Reporting

Covers steps to confirm result accuracy and appropriate reporting channels.

### Patient Age

Enter a number...

### Result Verified by (Initials)

- ☐ Technician 1
- ☐ Technician 2
- ☐ Supervisor

### Verification Time

### Verification Notes (e.g., discrepancies, corrections)

Write something...

### Result Status

- ☐ Normal
- ☐ Abnormal
- ☐ Critical

### Date of Verification

Enter date...



### Reporting Instructions (if applicable)

Write something...

## Documentation & Record Keeping

Ensures complete and accurate record keeping for all lab procedures.

### Date of Procedure

Enter date...

### Time of Procedure

### Technician Notes/Observations

Write something...

### Sample Volume (mL)

Enter a number...

### Result Status (Verified/Pending/Rejected)

- ☐ Verified
- ☐ Pending
- ☐ Rejected

**Attachment: QC Data Sheet**

 Upload File

**Reviewer Signature**

**Result ID/Accession Number**

Write something...

## Waste Disposal & Safety Protocols

Confirms adherence to proper waste disposal procedures and safety guidelines.

**Sharps Container Status**

- ☐ Full
- ☐ Half Full
- ☐ Less Than Half Full
- ☐ Empty

**Biohazard Bag Status**

- ☐ Full
- ☐ Half Full
- ☐ Less Than Half Full
- ☐ Empty

### Gloves Used (Estimate)

Enter a number...

### Spill Response Documentation

Write something...

### Last Chemical Waste Pickup Date

Enter date...

### PPE Inspection

- ☐ Satisfactory
- ☐ Needs Replacement
- ☐ Damaged

### Waste Disposal Verification

## Method Validation & Review

Details steps for initial and ongoing method validation processes.

### Initial Validation Date

Enter date...

### Number of Validation Runs

Enter a number...

### Acceptance Criteria (e.g., % Recovery)

Enter a number...

### Validation Method Used

- ☐ Comparative
- ☐ Recovery
- ☐ Linearity
- ☐ Other

### Validation Results & Analysis (Detailed Description)

Write something...

### Method Validation Status

- ☐ Approved
- ☐ Needs Revision
- ☐ Rejected

### Last Review Date

Enter date...

**Reviewer Signature**

## Incident Reporting & Corrective Action

Provides a framework for reporting incidents and implementing corrective actions.

**Date of Incident**

**Time of Incident**

**Detailed Description of Incident**

**Severity Level (e.g., Minor, Moderate, Major)**

- ☐ Minor
- ☐ Moderate
- ☐ Major
- ☐ Critical

### Type of Incident (e.g., Equipment Malfunction, Human Error, Process Failure)

- ☐ Equipment Malfunction
- ☐ Human Error
- ☐ Process Failure
- ☐ Environmental Hazard
- ☐ Other

### Number of Patients Affected (if applicable)

Enter a number...

### Root Cause Analysis

Write something...

### Corrective Actions Taken

Write something...

### Supporting Documentation (e.g., Photos, Logs)

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### Signature of Person Completing Report