

CHECKLIST FOR ASSESING MEDICAL LABORATORY SAMPLE COLLECTION CENTERS

Name and Address of the Sample Collection Centre:

1. Premises

			Remarks
1.1	Type of the Collection Centre	Owned / Managed / Franchisee	
1.2	Size of premises	_____ Sq. feet/meters	
1.3	Collection Centre is operational since (date)		
1.4	Does it meet the requirement of the workload	Yes / No	
1.5	Reception and waiting area separate from collection area	Yes / No	
1.6	Hand washing facilities	Yes / No	
1.7	Clean toilet facilities	Yes / No	
1.8	Provision of privacy during collections	Yes / No	
1.9	Hours of operation have been displayed	Yes / No	

2. Accommodation and Environmental Conditions

			Remarks
2.1	Is it adequately lit and clean	Yes / No	
2.2	Is the humidity and temperature suitable	Yes / No	
2.3	Are cleaning policies available	Yes / No	
2.4	Is it adequately ventilated and prevented from dust	Yes / No	
2.5	Does it have adequate space & separation to avoid cross contamination	Yes / No	
2.6	Is the house keeping adequate	Yes / No	

3. Equipment

			Remarks
3.1	Refrigerators available	Yes / No	
3.2	Centrifuge, if needed, available	Yes / No	
3.3	Proper storage of supplies	Yes / No	
3.4	Suitable chair and/ or couch for collection of blood, etc.	Yes / No	
3.5	Basic first-aid materials	Yes / No	
3.6	Telephone facility	Yes / No	
3.7	AC for controlling temperature, if needed	Yes / No	
3.8	Power backup for equipment	Yes / No	

4. Materials

			Remarks
4.1	Material required for specimen collection eg. evacuated blood collection tubes, syringes, tubes, swabs etc.	Yes / No	
4.2	No expired or outdated material in the premises	Yes / No	

5. Staff

			Remarks
5.1	Staff members related to sample collection	____ nos.	
5.2	Is it appropriate to the workload?	Yes / No	
5.3	Initial training records available?	Yes / No	
5.4	Ongoing training records available?	Yes / No	
5.5	Does the staff possess knowledge of first-aid measures to deal with situations they are likely to encounter in the course of specimen collection?	Yes / No	
5.6	Appropriate identification of the persons responsible for sample collection	Yes / No	

6. Documentation

			Remarks
6.1	List of services provided	Yes / No	
6.2	Sample collection manual available	Yes / No	
6.3	Records of Internal audit (Available at laboratory)	Yes / No	

7. Health and Safety

			Remarks
7.1	Collection staff to observe universal precautions (to wear gloves, lab coat & protective mask)	Yes / No	
7.2	Vaccinated against Hepatitis B	Yes / No	
7.3	Vaccinated against other preventive diseases	Yes / No	

8. Safety and Waste Disposal

			Remarks
8.1	Approved receptacles for sharps and for contaminated waste available	Yes / No	
8.2	Transport and disposal of waste is in accordance with applicable regulatory requirements	Yes / No	

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9. Sample Collection and separation

			Remarks
9.1	Are samples collected by the SCC sent only to the Laboratory?	Yes / No	
9.2	Are Samples collected by the SCC sent to other Laboratories?	Yes / No	
9.3	Are samples sent from other centers are accepted by the SCC and sent to the Laboratory?	Yes / No	
9.4	If yes, is the identity of such centers maintained? Are all samples sent by all centers covered?	Yes / No	
9.5	Are there any measures to control conditions of such centers?	Yes / No	
9.6	Are samples separated at the SCC?	Yes / No	
9.7	If so are necessary resources available for maintaining integrity of samples?	Yes / No	

10. Packing

			Remarks
10.1	Is the primary container containing specimen leak proof tube or vial? <i>If applicable</i>	Yes / No	
10.2	Does the secondary container possess sufficient absorbent material to absorb the contents if the primary container leaks? <i>If applicable</i>	Yes / No	
10.3	Are both the above containers properly labelled? <i>If applicable</i>	Yes / No	
10.4	Is the secondary container packed into appropriate outer packing and labelled appropriately? <i>If applicable</i>	Yes / No	
10.5	Is cooling agent included in the outer package if cold chain is to be maintained? <i>If applicable</i>	Yes / No	
10.6	Is the outer package labelled, addressed and taped securely? <i>If applicable</i>	Yes / No	
10.7	Are the pap smears mailed in rigid slide mailers to prevent breakage of the slide? <i>If applicable</i>	Yes / No	

11. Transportation of specimens

			Remarks
11.1	Has the specimen collection staff participated in training in specimen collection, transport, handling of emergencies etc?	Yes / No	
11.2	Has the above staff participated in retraining undertaken at not greater than two year interval?	Yes / No	
11.3	Is the parcel of infectious substances attached with a plastic envelope containing document – ‘Bio-hazardous diagnostic specimens’? <i>If applicable</i>	Yes / No	

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12. Delivery of Reports

			Remarks
12.1	Does the SCC deliver reports issued by the Laboratory	Yes / No	
12.2	If so, does the report cover the test requested for?	Yes / No	
12.3	If so, does the report indicate whether the sample has been collected from SCC?	Yes / No	
12.4	Does the report include only the tests performed by the Laboratory? Is SLAB logo unambiguously displayed in reports?	Yes / No	
12.5	Are the reports delivered to the customers with in stated time frame?		

13. Complaints and Feedback

			Remarks
13.1	Does the collection centre has provision for receiving of complaints / feedback	Yes / No	
13.2	Are the complaints / feedback reviewed and resolved by the laboratory	Yes / No	

Overall Comments:

Note to Assessors -

1. Indicate any important points that will support or hinder the decision of assessment under the 'Remarks' column of each aspect.
2. Summarize the findings of each SCC assessed in the technical assessor's report and raise discrepancies, if any as nonconformities or observations in the relevant assessment formats provided.

Date:

Signature of Technical Assessor:

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