





INVENTORY MANAGEMENT SYSTEM

INVENTORY

Inspector Instructions:

	<ul style="list-style-type: none"> Records of inventory system privilege levels for employees Records of inventory system audits Inventory tracking criteria
	<ul style="list-style-type: none"> Use of inventory tracking criteria Sample being placed into inventory Labeling of specimens with a unique identifier/code
	<ul style="list-style-type: none"> How are privilege levels assigned for the inventory system?
	<ul style="list-style-type: none"> Select a specimen in storage and review the audit trail for the specimen Is there a system in place to identify the exact refrigerator/freezer where a sample is stored?

BAP.12500 Inventory Process

Phase II



The biorepository follows a defined inventory management process.

NOTE: Privilege levels should be set for performing specific functions in the system and for access to specific data.

Evidence of Compliance:

- ✓ Records of each person's level of access

BAP.12600 Computer-Based Inventory System Privileges

Phase II

If the inventory system is computer-based, the system is controlled by assigning privilege levels to the biorepository staff.

BAP.12700 Computer-Based Inventory System Verification/Audits

Phase II



If a computer-based inventory system is used, it has been verified and is subject to quality assurance audits at intervals defined by the director.