

S. No.	TRUSTlab DIAGNOSTICS PVT LTD						DOC No.: TDPL/MG/FOM-011 VERSION No.: 01 DATE: 14.11.2024 REV. No.: 00			
	MASTER LIST OF DOCUMENTS									
	List of Department Documents - Accession									
S. No.	Document Reference No.	Document Name	Document Type	USAGE Department	Department	Document Usage Accountability	Path to Record Stored Location	Status		
1	TDPL/MG/FOM-011	List of Department Documents - Accession	Form	Accession	Management	Executive Assistant	QT QMS / Office of CMD - TDPL/MG/FOL-001	In Use		
2	TDPL/AS/FOL-001	Standard Operating Procedures Folder	Folder	Accession	Accession	Team - Accession	QT QMS / Office of CMD TDPL/AS/FOL-001	In Use		
3	TDPL/AS/FOM-002	Sample Volume Check Form	Form	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet TDPL/AS/FOL-003	Not in Use		
4	TDPL/AS/REG-001	Sample Receiving Register	Register	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet	In Use		
5	TDPL/AS/REG-002	Sample Registration Register	Register	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet	Not in Use		
6	TDPL/AS/REG-003	Sample Delivery Register	Register	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet	In Use		
7	TDPL/AS/REG-004	Ice Gel Packs Distribution Register	Register	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet	In Use		
8	TDPL/AS/REG-005	Sample Outsource Register	Register	Accession	Accession	Accession Team Leader	Accession Dept / Begumpet	In Use		
9	TDPL/BE/FOM-006	Bio Safety Cabinet Maintenance Form	Form	Accession, Microbiology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	In Use		
10	TDPL/GE/FOM-001	First Aid Kit Monitoring Form	Form	Accession, Serology	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
11	TDPL/GE/FOM-003	Sample Rejection Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
12	TDPL/GE/FOM-004	Accident Reporting Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
13	TDPL/GE/FOM-010	Daily Cleaning Checklist for Lab	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
14	TDPL/GE/FOM-015	Equipment Startup and Shutdown Form	Form	All except Microbiology	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
15	TDPL/GE/FOM-016	Eye Wash Monitoring Form	Form	All except Biochemistry	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
16	TDPL/GE/FOM-018	Laboratory Incident Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
17	TDPL/GE/FOM-021	Non-Conformity & Corrective Action Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
18	TDPL/GE/FOM-022	Refrigerator Temperature Monitoring Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
19	TDPL/GE/FOM-030	Room Temperature and Humidity Monitoring Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
20	TDPL/GE/FOM-037	Authorised Persons on Software Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		
21	TDPL/GE/FOM-038	Authorized Personnel for Handling the Instruments Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use		

22	TDPL/GE/REG-001	Shift Handover Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
23	TDPL/GE/REG-002	Department Sample Storage & Discard Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
24	TDPL/GE/TAG-045	Equipment Calibration Tag	Tag	All	General Pool	Individual Department Personnel	QT QMS	In Use