

TRUSTlab DIAGNOSTICS PVT LTD							DOC No.: TDPL/MG/FOM-016 VERSION No.: 01 DATE: 14.11.2024 REV. No.: 00	
MASTER LIST OF DOCUMENTS								
List of Department Documents - Histopathology								
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-016	List of Department Documents - Histopathology	Form	Histopathology	Management	Executive Assistant	QT QMS / Office of CMD - TDPL/MG/FOL-001	In Use
2	TDPL/BE/FOM-022	Automatic Tissue Processor Maintenance Form	Form	Histopathology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	In Use
3	TDPL/BE/FOM-023	Tissue Embedding Console System Equipment Maintenance Form	Form	Histopathology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	In Use
4	TDPL/BE/FOM-033	Hot Plate Maintenance Form	Form	Hisopathology	BME	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
5	TDPL/BE/FOM-034	Microscope Maintenance Form	Form	Haematology, Histopathology, Microbiology	BME	BM Manager	TAMS	In Use
6	TDPL/GE/FOL-002	Kit Inserts Folder	Folder	All except Accession	General Pool	Individual Department Personnel	QT QMS. TDPL/GE/FOL-002	In Use
7	TDPL/GE/FOL-003	Material Safety Data Sheet (MSDS) Folder	Folder	All except Accession	General Pool	Individual Department Personnel	QT QMS. TDPL/GE/FOL-003	In Use
8	TDPL/GE/FOM-003	Sample Rejection Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
9	TDPL/GE/FOM-004	Accident Reporting Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
10	TDPL/GE/FOM-008	Critical Call-Out Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
11	TDPL/GE/FOM-009	EQAS Sample Processing Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS	In Use
12	TDPL/GE/FOM-010	Daily Cleaning Checklist for Lab	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
13	TDPL/GE/FOM-011	Daily Cleanliness Log for Rest Room	Form	Histopathology, Serology	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
14	TDPL/GE/FOM-012	Daily IQC Data Monitoring Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
15	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
16	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
17	TDPL/GE/FOM-017	Inter-Laboratory Comparison Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
18	TDPL/GE/FOM-018	Laboratory Incident Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
19	TDPL/GE/FOM-020	New Reagent Lot Verification	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use

20	TDPL/GE/FOM-021	Non-Conformity & Corrective Action Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
21	TDPL/GE/FOM-022	Refrigerator Temperature Monitoring Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
22	TDPL/GE/FOM-023	Repeat Test Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
23	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
24	TDPL/GE/FOM-031	Amendment Report Monitoring Form	Folder	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
25	TDPL/GE/FOM-035	Corrective Action & Preventive Action Form for EQAS Outliers	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
26	TDPL/GE/FOM-036	Daily IQC Outlier Non-Conformity & Preventive Action Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
27	TDPL/GE/FOM-037	Authorised Persons on Software Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
28	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
29	TDPL/GE/FOM-044	Sample Split Analysis Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
30	TDPL/GE/FOM-047	Reagent & Consumables Consumption Form	Form	All except Accession	General Pool	Department Personnel	AIMS TDPL/GE/FOL-006	In Use
31	TDPL/GE/REG-001	Shift Handover Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
32	TDPL/GE/REG-002	Department Sample Storage & Discard Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
33	TDPL/GE/REG-003	Sample Integrity Register	Register	All except Accession	General Pool	Individual Department Personnel	QT QMS	In Use
34	TDPL/GE/REG-005	Inter-Department Sample Transfer Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
35	TDPL/GE/TAG-045	Equipment Calibration Tag	Tag	All	General Pool	Individual Department Personnel	QT QMS	In Use
36	TDPL/HP/FOL-001	Standard Operating Procedures Folder	Folder	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department. TDPL/HP/FOL-001	In Use
37	TDPL/HP/FOM-001	Quality Handling of H&E Stain	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-002	In Use
38	TDPL/HP/FOM-002	Record of Histo Sample Discard	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-003	In Use
39	TDPL/HP/FOM-003	IQC-Histopathology Form	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-004	In Use
40	TDPL/HP/FOM-004	Tissue Processor Reagent Change Form	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-005	In Use

41	TDPL/HP/FOM-005	Used Reagents Discard Form	Form	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department. TDPL/HP/FOL-006	In Use
42	TDPL/HP/FOM-006	Formalin Preparation Form	Form	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department. TDPL/HP/FOL-007	In Use
43	TDPL/HP/FOM-007	Formalin Fumes Monitoring Form	Form	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department. TDPL/HP/FOL-008	In Use
44	TDPL/HP/FOM-008	Grossing Station Maintenance Form	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-009	In Use
45	TDPL/HP/FOM-009	Flotation Bath Maintenance Form	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-010	In Use
46	TDPL/HP/FOM-010	Microtome Maintenance Form	Form	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department. TDPL/HP/FOL-011	In Use
47	TDPL/HP/REG-001	Histopathology Work Register	Register	Histopathology	Histopathology	Team - Histopathology	QT QMS / NRL Histopathology Department.	In Use
48	TDPL/HP/REG-002	Histopathology Clinical Correlation Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
49	TDPL/HP/REG-003	Slides and Blocks Return Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
50	TDPL/HP/REG-004	Sample Labelling Errors Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
51	TDPL/HP/REG-005	Decalcification Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
52	TDPL/HP/REG-006	Slides Storage Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
53	TDPL/HP/REG-007	Blocks Storage Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use
54	TDPL/HP/REG-008	Histopathology Grossing Register	Register	Histopathology	Histopathology	Team - Histopathology	NRL Histopathology Department.	In Use