

| TRUSTlab DIAGNOSTICS PVT LTD | | | | | | | DOC No.: TDPL/MG/FOM-018 VERSION No.: 01 DATE: 14.11.2024 REV. No.: 00 | |
|---|------------------------|---|---------------|---|--------------|--|---|--------|
| MASTER LIST OF DOCUMENTS | | | | | | | | |
| List of Department Documents - Microbiology | | | | | | | | |
| 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-018 | List of Department Documents - Microbiology | Form | Microbiology | Management | Executive Assistant | QT QMS / Office of CMD - TDPL/MG/FOL-001 | In Use |
| 2 | 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 |
| 3 | TDPL/BE/FOM-007 | Hot Air Oven Temperature Monitoring Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 4 | TDPL/BE/FOM-008 | Incubator Temperature Monitoring Form | Form | Microbiology, Serology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 5 | TDPL/BE/FOM-009 | Laminar Air Flow Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 6 | TDPL/BE/FOM-010 | Autoclave Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 7 | TDPL/BE/FOM-011 | Anaerobic Jar Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 8 | TDPL/BE/FOM-012 | Hot Air Oven Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 9 | TDPL/BE/FOM-013 | Incubator Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 10 | TDPL/BE/FOM-024 | Bact Alert Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 11 | TDPL/BE/FOM-025 | Vitek 2 Maintenance Form | Form | Microbiology | BME | Team Members from Respective Departments | QT QMS TDPL/BE/FOL-007 | In Use |
| 12 | TDPL/BE/FOM-034 | Microscope Maintenance Form | Form | Haematology, Histopathology, Microbiology | BME | BM Manager | TAMS | In Use |
| 13 | TDPL/GE/FOL-002 | Kit Inserts Folder | Folder | All except Accession | General Pool | Individual Department Personnel | QT QMS. TDPL/GE/FOL-002 | In Use |
| 14 | 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 |
| 15 | TDPL/GE/FOM-003 | Sample Rejection Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 16 | TDPL/GE/FOM-004 | Accident Reporting Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |

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| 17 | 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 |
| 18 | TDPL/GE/FOM-009 | EQAS Sample Processing Form | Form | All except Accession | General Pool | Individual Department Personnel | QT QMS | In Use |
| 19 | TDPL/GE/FOM-010 | Daily Cleaning Checklist for Lab | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 20 | 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 |
| 21 | 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 |
| 22 | 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 |
| 23 | TDPL/GE/FOM-018 | Laboratory Incident Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 24 | 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 |
| 25 | TDPL/GE/FOM-021 | Non-Conformity & Corrective Action Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 26 | TDPL/GE/FOM-022 | Refrigerator Temperature Monitoring Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 27 | TDPL/GE/FOM-023 | Repeat Test Form | Form | All except Accession | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 28 | 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 |
| 29 | 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 |
| 30 | TDPL/GE/FOM-033 | Daily Preparation of 1% Sodium Hypochlorite Solution Form | Form | Microbiology | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 31 | 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 |
| 32 | 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 |
| 33 | TDPL/GE/FOM-037 | Authorised Persons on Software Form | Form | All | General Pool | Individual Department Personnel | QT QMS TDPL/GE/FOL-005 | In Use |
| 34 | 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 |
| 35 | 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 |
| 36 | TDPL/GE/FOM-047 | Reagent & Consumables Consumption Form | Form | All except Accession | General Pool | Department Personnel | AIMS TDPL/GE/FOL-006 | In Use |
| 37 | TDPL/GE/REG-001 | Shift Handover Register | Register | All | General Pool | Individual Department Personnel | QT QMS | In Use |
| 38 | TDPL/GE/REG-002 | Department Sample Storage & Discard Register | Register | All | General Pool | Individual Department Personnel | QT QMS | In Use |
| 39 | TDPL/GE/REG-003 | Sample Integrity Register | Register | All except Accession | General Pool | Individual Department Personnel | QT QMS | In Use |

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| 40 | TDPL/GE/REG-005 | Inter-Department Sample Transfer Register | Register | All | General Pool | Individual Department Personnel | QT QMS | In Use |
| 41 | TDPL/GE/TAG-045 | Equipment Calibration Tag | Tag | All | General Pool | Individual Department Personnel | QT QMS | In Use |
| 42 | TDPL/MI/FOL-001 | Standard Operating Procedures Folder | Folder | Microbiology | Microbiology | Team - Microbiology | QT QMS / Office of CMD TDPL/MI/FOL-001 | In Use |
| 43 | TDPL/MI/FOM-001 | HIV Consent /Counselling Form (3 languages) | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-002 | In Use |
| 44 | TDPL/MI/FOM-002 | Stain Quality Control Form (Afb/ Gram Stain) | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-003 | In Use |
| 45 | TDPL/MI/FOM-003 | Biochemical Media QC Form | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-004 | In Use |
| 46 | TDPL/MI/FOM-004 | Bact Alert QC Check Form | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-005 | In Use |
| 47 | TDPL/MI/FOM-005 | ATCC Strain Quality Control Form | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-006 | In Use |
| 48 | TDPL/MI/FOM-006 | Media Quality Control Form | Form | Microbiology | Microbiology | Team - Microbiology | QT QMS TDPL/MI/FOL-007 | In Use |
| 49 | TDPL/MI/REG-001 | Media Preparation Register | Register | Microbiology | Microbiology | Team - Microbiology | QT QMS / Microbiology Dept | In Use |
| 50 | TDPL/MI/REG-002 | Media Sterility Check Register | Register | Microbiology | Microbiology | Team - Microbiology | QT QMS / Microbiology Dept | In Use |
| 51 | TDPL/MI/REG-003 | Vitek 2 Saline Quality Control Register | Register | Microbiology | Microbiology | Team - Microbiology | QT QMS / Microbiology Dept | In Use |
| 52 | TDPL/MI/REG-004 | Loop Maintenance Register | Register | Microbiology | Microbiology | Team - Microbiology | QT QMS / Microbiology Dept | In Use |
| 53 | TDPL/MI/REG-005 | Microbiology Work Register | Register | Microbiology | Microbiology | Team - Microbiology | QT QMS / Microbiology Dept | In Use |