

		TRUSTlab DIAGNOSTICS PVT LTD					DOC No.: TDPL/MG/FOM-018	
		MASTER LIST OF DOCUMENTS					VERSION No.: 01	
		List of Department Documents - Microbiology					DATE: 14.11.2024	
							REV. No.: 00	
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

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	Authorized 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

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