

TRUSTlab DIAGNOSTICS PVT LTD							DOC No.: TDPL/MG/FOM-019 VERSION No.: 01 DATE: 14.11.2024 REV. No.: 00	
MASTER LIST OF DOCUMENTS								
List of Department Documents - Molecular Biology								
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-019	List of Department Documents - Molecular Biology	Form	Molecular Biology	Management	Executive Assistant	QT QMS / Office of CMD - TDPL/MG/FOL-001	In Use
2	TDPL/BE/FOM-028	RT PCR Maintenance Form	Form	Molecular Biology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	In Use
3	TDPL/BE/FOM-029	Cooling Centrifuge Maintenance Form	Form	Molecular Biology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	In Use
4	TDPL/BE/FOM-030	Vortex Maintenance Form	Form	Molecular Biology	BME	Team Members from Respective Departments	QT QMS TDPL/BE/FOL-007	Not In Use
5	TDPL/GE/FOL-002	Kit Inserts Folder	Folder	All except Accession	General Pool	Individual Department Personnel	QT QMS. TDPL/GE/FOL-002	In Use
6	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
7	TDPL/GE/FOM-003	Sample Rejection Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
8	TDPL/GE/FOM-004	Accident Reporting Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
9	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
10	TDPL/GE/FOM-009	EQAS Sample Processing Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS	In Use
11	TDPL/GE/FOM-010	Daily Cleaning Checklist for Lab	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
12	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
13	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
14	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
15	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
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-020	New Reagent Lot Verification	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
18	TDPL/GE/FOM-021	Non-Conformity & Corrective Action Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
19	TDPL/GE/FOM-022	Refrigerator Temperature Monitoring Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use

20	TDPL/GE/FOM-023	Repeat Test Form	Form	All except Accession	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
21	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
22	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
23	TDPL/GE/FOM-034	Deep Freezer Temperature Monitoring Form	Form	Biochemistry, Molecular Biology	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
24	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
25	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
26	TDPL/GE/FOM-037	Authorised Persons on Software Form	Form	All	General Pool	Individual Department Personnel	QT QMS TDPL/GE/FOL-005	In Use
27	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
28	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
29	TDPL/GE/FOM-047	Reagent & Consumables Consumption Form	Form	All except Accession	General Pool	Department Personnel	AIMS TDPL/GE/FOL-006	In Use
30	TDPL/GE/REG-001	Shift Handover Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
31	TDPL/GE/REG-002	Department Sample Storage & Discard Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
32	TDPL/GE/REG-003	Sample Integrity Register	Register	All except Accession	General Pool	Individual Department Personnel	QT QMS	In Use
33	TDPL/GE/REG-005	Inter-Department Sample Transfer Register	Register	All	General Pool	Individual Department Personnel	QT QMS	In Use
34	TDPL/GE/TAG-045	Equipment Calibration Tag	Tag	All	General Pool	Individual Department Personnel	QT QMS	In Use
35	TDPL/MB/FOL-001	Standard Operating Procedures Folder	Folder	Molecular Biology	Molecular Biology	Team - Molecular Biology	QT QMS TDPL/MB/FOL-001	In Use
36	TDPL/MB/REG-001	Molecular Biology Work Register	Register	Molecular Biology	Molecular Biology	Team - Molecular Biology	QT QMS/MolBio Dept	In Use
37	TDPL/MB/REG-002	Master Mix Preparation Register	Register	Molecular Biology	Molecular Biology	Team - Molecular Biology	QT QMS/MolBio Dept	In Use
38	TDPL/MB/REG-003	Nucleic Acid Extraction Register	Register	Molecular Biology	Molecular Biology	Team - Molecular Biology	QT QMS/MolBio Dept	In Use