

 QuXAT	Organization Name:		Document No:	QUXAT/F/120
	Title	Daily Laboratory Inspection/Conformity Assessment Form	Page No:	Page 1 of 4

Laboratory Inspection Date:

Time of Inspection:

Inspection done by (Name):

Designation:

S. No.	Criteria	NC Observations	Corrective Action
<b>Lab Environment</b>			
1	The general laboratory area is neat & tidy and free of obstructions		
2	Spaces between and under benches, cabinets and equipment are accessible for cleaning.		
3	Floor surfaces/coverings are even, not slippery and are in good condition		
4	Lighting adequate and operational		
5	Laboratory Temperature is comfortable		
6	Ventilation is adequate		
7	Hand Wash that is provided for decontamination of hands is available within the area and functional		
8	Facilities for the storage of outer garments and staff personal items are available outside the laboratory technical area		
<b>Laboratory Signages</b>			
1	First aid signage is visible and related facility is functional in the laboratory		
2	An Emergency Evacuation Plan is located in the Laboratory and clearly visible		
3	Fire Exit signs are in place and adequately illuminated		
4	Laboratory Facility Manager details are displayed in the laboratory		
5	Restricted Access Poster is displayed clearly at the entrance of the technical area to restrict unauthorized access		

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Prepared/Issued by:	Quality Manager	Approval by	Laboratory Director	

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6	List of Hazardous Chemicals in the Laboratory are clearly displayed with relevant MSDS sheets		
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#### **Emergency Requirements**

1	Fire Exit doors are marked, clearly visible and can be opened from inside (when required)		
2	Exit corridors are clear of obstructions (including outside of the building)		
3	A first aid kit is replenished and available in the Laboratory		
4	Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction		
5	Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged/checked for functionality within the last 6 months.		
6	Emergency eye wash station is functional and easily accessible		

#### **Electrical Equipments**

1	Electrical equipments are tested, preventive maintenance / calibration tagged and valid for the inspection date		
2	All power leads, outlets and switches are in good condition (not broken)		
3	Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).		

#### **Personal Protective Equipment**

1	PPE is available for staff and are used in good condition		
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2	PPE are stored in the laboratory appropriately as per manufacturer instructions		
3	Signage of PPE requirements and their usage is clearly displayed with a poster in the Laboratory		

### Chemical & Reagents

1	Chemicals/Reagents are stored in appropriate containers		
2	Chemicals/Reagents are stored at appropriate storage conditions as per manufacturer instructions		
3	Shelves/Cupboards containing the containers are labelled correctly – with printed labels		
4	Spill kits are replenished and available for use in the laboratory		
5	Daily - Temperature Monitoring is carried out for all refrigerators in the laboratory		

### Biosafety & Waste Management

1	Biomedical Waste is segregated in color coded biomedical waste bins that are covered		
2	Bar coded & Color waste covers are used for segregating Biomedical waste in the laboratory		
3	Disinfectant for decontamination purposes is available in the laboratory and is clearly labelled		
4	Hospital grade antiseptic for washing hands is available at laboratory exit		

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### Staff requirements

1	Laboratory staff are dressed in respective uniforms		
2	Laboratory staff are using PPE as per Laboratory guidelines		
3	Laboratory are identified with their ID cards		

### Documentation requirements

1	Test / Process related registers are updated with recent test details		
2	Quality Indicator registers are updated		
3	Equipment related/lab environment related forms are updated		
4	Staff Training related records are updated		

### Daily QC Review

1	Internal Quality Review		
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Day NC Summary Report/any other NC observations:

Prepared by (Quality Manager):

Signature:

Approved by (Lab Director):

Signature:

Date:

Time:

\*Checklist can be modified as per organizational requirements/management requirements

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