



QUALITY SYSTEM

FORM

DOCUMENT #: 3.100.019.F02

LEVEL: 3

Effective Date:

APPROVED

Revision #: 09

TITLE:

OUT-OF-SPECIFICATION (OOS) RE-TEST FORM

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OOS Number: OOS-

Phase II

Section A – Sample Detail

Sample Name:		Re-Test Date:		Original Result:	
Name of Analyst who Performed Re-Test:		Sample ID:		Re-Test Result:	

Section B – Investigation and Root Cause

Investigation	Is the test conducted in accordance with the same method /process?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SOP#:	If the answer is NO to any of the investigation item(s), mark the item(s) with sequential number starting with one (1) and comment here:
	Is reagents (reference standards, solvent, etc.) stored in proper condition and not expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lot #:	
			Exp. Date:	
	Equipment/Instruments Used:	Are they functional and calibrated/PM?	Calibration / PM due date	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Is the clean room facility certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Certified due date:	
	Do the controls (i.e. positive, negative, C3, etc.) conform to the required standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Do the environmental monitoring results conform to required standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	SOP#:	
System Performance Check (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
System Suitability RSD < 2% (PDA)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
System Suitability RSD <10 % (QDA,CAD)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			



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Is the analyst trained to perform the test?

☐ Yes ☐ No

Are the Test Result Records Attached & Calculations Verified and Correct?

☐ Yes ☐ No

Does the processing method/ method set conform to the required specification?

☐ Yes ☐ No

Re-Testing from the same vial?

☐ Yes ☐ No ☐ N/A

Is formula worksheet provided and verified?

☐ Yes ☐ No

Section C – Evaluation of Laboratory Testing/Hypothesis Testing (if applicable)

☐ N/A☐ Re-injection of sample vial☐ Re-injection of original standard vial☐ Re-vialing of original working standard solution☐ Re-vialing of original working sample solution☐ Re-dilution of a working sample solution from the original stock☐ Re-dilution of a working standard solution from the original stock standard☐ Other: _____

Section D – Phase II Summary



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Phase II Summary (continued):



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Has root cause
been identified?☐ Yes ☐ No

The most probable cause is:

Client Care notified:
Yes ☐ No ☐

Section E – Corrective and Preventive Action

Corrective Action(s):

OOS cause (select all)

- ☐
- Equipment Error
-
- ☐
- Procedure
- ☐
- Analyst
-
- ☐
- Training
- ☐
- System
-
- ☐
- External Phenomena

☐ Other: _____

Preventive Action(s)

CAPA required:

- ☐
- Yes, CAPA # _____
-
- ☐
- No

FOLLOW-UP REQUIRED: ☐ Yes ☐ No

FOLLOW-UP DATE:

Section F – Acknowledgement and Closure

Prepared by:

Print Name:

Date:

Reviewed by:

Print Name:

Date:

Approved by (QA):

Print Name:

Date: