


QUALITY SYSTEM
FORM
DOCUMENT #: 3.100.019.F02

LEVEL: 3

Effective Date:

APPROVED

Revision #: 09

TITLE:
OUT-OF-SPECIFICATION (OOS) RE-TEST FORM
JEsqueda , 9/30/2025, 4:14:39 PM

Page 1 of 5

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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Page 2 of 5

OOS Number: OOS-

	Is the analyst trained to perform the test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are the Test Result Records Attached & Calculations Verified and Correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the processing method/ method set conform to the required specification?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Re-Testing from the same vial?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Is formula worksheet provided and verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

- | | |
|---|--|
| <input type="checkbox"/> N/A | <input type="checkbox"/> Re-vialing of original working sample solution |
| <input type="checkbox"/> Re-injection of sample vial | <input type="checkbox"/> Re-dilution of a working sample solution from the original stock |
| <input type="checkbox"/> Re-injection of original standard vial | <input type="checkbox"/> Re-dilution of a working standard solution from the original stock standard |
| <input type="checkbox"/> Re-vialing of original working standard solution | <input type="checkbox"/> Other: _____ |

Section D – Phase II Summary



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Page 3 of 5

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Phase II Summary (continued):



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JEsqueda , 9/30/2025, 4:14:39 PM

Page 4 of 5

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Page 5 of 5

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Has root cause been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No	The most probable cause is:
	Client Care notified: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section E – Corrective and Preventive Action

Corrective Action(s): 	OOS cause (select all) <input type="checkbox"/> Equipment Error <input type="checkbox"/> Procedure <input type="checkbox"/> Analyst <input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> External Phenomena <input type="checkbox"/> Other: _____
Preventive Action(s) 	CAPA required: <input type="checkbox"/> Yes, CAPA # _____ <input type="checkbox"/> No

FOLLOW-UP REQUIRED: Yes No

FOLLLOW-UP DATE:

Section F – Acknowledgement and Closure

Prepared by:	Print Name:	Date:
Reviewed by:	Print Name:	Date:
Approved by (QA):	Print Name:	Date: