

Annex 11: Checklist Form Example*

Name of hospital.....Name of laboratory.....
 Name.....Position/Title.....
 DD/MM/YY.....Revision.....

Quality System	Evaluation				Remark
	Y	P	N	NA	
1. Organization and Management					
1. Laboratory shall have the organizational and management structure and its relationship to any other organization with which it may be associated.					
2. Appointment of a quality manager with delegated responsibility and authority to oversee compliance with the requirements of the quality management system.					
3. Laboratory management shall have responsibility for design, implementation, maintenance and improvement of the quality management system.					
4. All operational procedures shall be systematically reviewed by laboratory management at regular intervals, as defined in the quality management system.					
5. A quality manual shall describe the quality management system and the structure of the documentation used and shall include or make reference procedures including technical procedures.					
6. Appointment deputies for key function.					
7. Adequate training, specified responsibility, authority, and interrelationships of all personnel.					
8. Laboratory management shall implement quality indicators for systematically monitoring and evaluating.					
9. Management support of all laboratory personnel by provides them with the appropriate authority and resources to carry out their duties.					
10. Laboratory shall establish and implement procedures for identification, collection, indexing, access, storage, maintenance and safe disposal of quality and technical record					
11. Laboratory management shall review the laboratory's quality management system and all of its medical services at least once every twelve months. The results of the review shall be incorporated into a plan that includes goals, objectives and action plan.					

Y = Yes P = Partial N = No NA = not applicable

*The entire checklist (pages 45 to 56 in the reference) is available on the CD-ROM.
 Reference: Kusum M, Silva P. Quality standards in health laboratories implementation in Thailand: a novel approach. World Health Organization Regional Office for South-East Asia, 2005, SEA-HLM-386.