

# Supply Chain Facility QA Checklist

## Diagnostic labs & pathology

### COLLECTION CENTRE EVALUATION

Is the space sufficient to manage the current workload?

Yes

No

NA

Are reception and waiting areas clearly separated from specimen collection areas?

Yes

No

NA

Are handwashing facilities easily accessible to staff and patients?

Yes

No

NA

Is a clean and functional toilet available on site?

Yes

No

NA

Does the setup ensure patient privacy during sample collection?

Yes

No

NA

Are operating hours clearly displayed for patients?

Yes

No

NA

Is the environment well lit, clean, and free from dust?

Yes

No

NA

Are temperature and humidity maintained at suitable levels?

☐ Yes☐ No☐ NA

Are cleaning and housekeeping schedules documented and followed?

☐ Yes☐ No☐ NA

Is ventilation adequate and cross-contamination risks minimized?

☐ Yes☐ No☐ NA

Is there sufficient separation of spaces to prevent contamination of samples?

☐ Yes☐ No☐ NA

Is a refrigerator with calibrated temperature records available?

☐ Yes☐ No☐ NA

Is a centrifuge available with up-to-date calibration records?

☐ Yes☐ No☐ NA

Are supplies stored properly to maintain integrity?

☐ Yes☐ No☐ NA

Is there a proper blood collection chair or couch available for patient comfort?

☐ Yes☐ No☐ NA

Is basic first-aid equipment/material accessible?

☐ Yes☐ No☐ NA

Is there a working telephone or communication system?

☐ Yes☐ No☐ NA

Is there a power backup system for critical equipment?

☐ Yes☐ No☐ NA

Are essential consumables (tubes, syringes, swabs, etc.) available in sufficient stock?

☐ Yes☐ No☐ NA

Are any expired supplies detected in storage?

☐ Yes☐ No☐ NA

Is staffing adequate for the workload?

☐ Yes☐ No☐ NA

Are staff training records updated and available?

☐ Yes☐ No☐ NA

Do staff have basic knowledge of first-aid and emergency measures?

☐ Yes☐ No☐ NA

Is there a documented list of services offered at this centre?

☐ Yes☐ No☐ NA

Is a sample collection manual available for reference?

☐ Yes☐ No☐ NA

Are internal audit records maintained?

Yes

No

NA

Are staff following universal precautions (gloves, lab coat, masks)?

Yes

No

NA

Are all staff vaccinated against Hepatitis B?

Yes

No

NA

Are approved sharps containers and biomedical waste bins available?

Yes

No

NA

Is biomedical waste transported and disposed as per regulatory guidelines?

Yes

No

NA

Does the centre comply with national/international specimen transport rules?

Yes

No

NA

Have staff been trained in safe specimen handling, transport, and emergency measures?

Yes

No

NA

Have staff undergone retraining/refresher courses within the last two years?

Yes

No

NA

Are infectious sample parcels labeled with a "Biohazard" tag?

Yes

No

NA

Are primary specimen containers leak-proof?

Yes

No

NA

Is the secondary container lined with sufficient absorbent material?

Yes

No

NA

Are all containers and packages properly labeled?

Yes

No

NA

Is outer packaging secure, labeled, and tamper-proof?

Yes

No

NA

Is a cooling agent used in outer packages where cold chain is required?

Yes

No

NA

Are transport conditions monitored using data loggers (if applicable)?

Yes

No

NA

Are slides transported in rigid containers to prevent damage?

Yes

No

NA

Is there a documented process for patient complaints and feedback?

Yes

No

NA

Are complaints and feedback reviewed and resolved by the lab management?

Yes

No

NA

Are emergency contact details displayed in the centre?

☐ Yes☐ No☐ NA

Does the centre maintain a log for equipment breakdowns and repairs?

☐ Yes☐ No☐ NA