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