

# Internal QA Master Control Compliance Checklist

## Diagnostic labs & pathology

### ORGANISATION & MANAGEMENT

Does the laboratory comply with ISO 15189 requirements while performing its activities?

Yes  No  NA

Are staff members trained and informed about the code of ethical conduct?

Yes  No  NA

Is the laboratory's quality policy clearly displayed and visible to employees and visitors?

Yes  No  NA

Has a laboratory director been officially appointed?

Yes  No  NA

Is the current Job Description (JD) of the Laboratory Director updated with all roles and responsibilities defined?

Yes  No  NA

Has a Quality Manager been formally designated for the laboratory?

Yes  No  NA

Is the Quality Management System (QMS) fully implemented in day-to-day operations?

Yes No NA

Is the JD of the Quality Manager documented with detailed responsibilities?

 Yes No NA

Are leadership roles (LD/QM) reviewed periodically to ensure accountability?

 Yes No NA

## QMS

Has the laboratory established, documented, and applied a QMS according to ISO guidelines?

 Yes No NA

Is the valid Shop & Establishment Certificate displayed prominently?

 Yes No NA

Are all QMS-related documents kept up to date and accessible to staff?

 Yes No NA

Is the Quality Manual available and in current version?

 Yes No NA

Are other relevant regulations and standards (e.g., BMW policy, ISO requirements) available in the laboratory?

 Yes No NA

Is there evidence of internal audits and management reviews conducted as per QMS requirements?

Yes

No

NA