

# 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