

TML/MSH Department of Microbiology Quality Manual	Policy QASMI03002.01	Page 1 of 2
Section: Assessment	Subject Title: List of Documents for Accreditation Visit – Procedure	
Prepared by: QA Committee	Original Date: March 1, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Purpose:

To provide instructions to identify list of documents for the preparation of external accreditation inspections.

Responsibility:

Quality Improvement (QI) Committee

Procedure:

Document	Location	Requirement	Person Responsible
Proficiency Testing Records:			
QMPLS CAP MDS	Bacteriology: Bookshelf above QA Tech Bench Serology/Virology: Mycology: Parasitology:	All reports must be signed and dated. Exceptions must have accompanied documentation for corrective action.	Charge/Senior techs of all sections.
Quality Control Records:			
Temperature Charts of all incubators, fridges and freezers	MSH site: Current year-fan folder in the store room QA shelf Previous year-boxes in the store room TML site:	All charts must be signed. Exceptions must have accompanied documentation for corrective action.	Charge/Senior techs of all sections.
QC Review Records	Binder in Kit's office	All print-out must be signed. Exceptions must have accompanied documentation for corrective action.	Charge/Senior techs of all sections. Manager for review signature

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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Document	Location	Requirement	Person Responsible
Pipette Check Records	MSH site: Folder in QC Bench drawer		Charge/QA Technologist
Centrifuge Service Records	MSH site: Equipment Binder		Charge/QA Technologist
Microscope Service Records	MSH site: Equipment Binder		Charge/QA Technologist
Balances Service Records	MSH site: Equipment Binder		Charge/QA Technologist
Biosafety Cabinets and Fume Hoods Service Records	MSH site: Equipment Binder		Charge/QA Technologist
Safety Records:			
Safety Inspection Records	Safety Binder		Safety Technologist
WHMIS Training Records	Safety Binder		Safety Technologist
Fire Training Records	Safety Binder		Safety Technologist
Chemical Inventory List	Media Room on both sites		Safety Technologist
Personnel Records:			
Colorblindness Check Record	Administrative Director's Office		Administrative Director
Staff Competency Testing Records	Administrative Director's Office		Administrative Director
Performance Appraisal Records	Administrative Director's Office		Administrative Director
CQI Audits:	CQI Audits Binder		QA Technologist

Related Documents:

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