Inspecting All Common

Proper Use	• One per lab section-specific packet. • Contains requirements that are applicable to the entire section regardless of the number of discipline-specific checklists and is to be used in conjunction with the discipline-specific checklists • If more than one inspector is inspecting the same section (e.g. core laboratory), inspectors will need to share the All Common Checklist and **record their findings** on the **All Common Checklist ISR Deficiency** page for that section. • Never discard any pink or yellow All Common ISR pages; there must be one set for each lab section unit.
Processes/Areas for Observation	• PT specimen processing (walk through process with lab staff) • Procedure manuals available in work areas • Lab practice matches procedure/ follows manufacturers' instructions • Critical results notification process • Reagents o Used within expiration date o Labeled appropriately o Stored according to manufacturer requirements • System to detect unusual results
Key Documents to Review	• Proficiency Testing o Complete procedure o CAP-accepted PT data/corrective actions o Alt PT data/corrective actions o CAP Activity Menu Report o Signed PT attestation statements • Quality Management o Documented QM/QC Plan o Specimen collection manual o Monthly evaluation of instrument maintenance • Procedure Manual o Reviewed biennially o Laboratory Director approves all new and substantially revised procedures o All personnel are knowledgeable o Discontinued procedures • Results Reporting o Critical result notification with readback • Reagents o New lots and shipments verified • Test Method Validation o Signed summary statement by laboratory director or designee o Validation data o Listing of Lab Developed Tests • Instruments and equipment Sampling of instrument/equipment policies, procedures, function checks, and performance verification records o Sampling of maintenance logs and repair records o (Thermometers) Records of traceability of NIST Standards o Sampling of temperature logs (refrigerator, freezer, water bath, heat block, incubator ambient, etc.), including corrective actions ▪