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Laboratory Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	AAC.5.a	Are laboratory services available round the clock and adequate to support emergency and routine clinical care within the premises?		
2	AAC.5.a	Is the scope of laboratory services commensurate with the organization's services, including defined tests for emergency management?		
3	AAC.5.a	Are adequate space, infrastructure, and equipment available as per the defined scope, and does the laboratory layout prevent cross-contamination?		
4	AAC.5.a	Is staffing adequate for all shifts including emergencies, supported by a duty roster?		
5	AAC.5.b	Is there a documented laboratory manual/SOP covering specimen collection, identification, handling, transportation, processing, and disposal?		
6	AAC.5.b	Are measures in place for correct patient and sample identification (e.g., barcoding, labeling systems)?		
7	AAC.5.b	Are samples handled and transported safely, including use of spill-proof containers and bio-hazard labelling?		
8	AAC.5.b	Is processing of samples performed as per defined procedures using calibrated equipment with internal quality controls?		
9	AAC.5.b	Are laboratory samples disposed of safely after decontamination as per Biomedical Waste Management Rules?		
10	AAC.5.c	Is turnaround time (TAT) defined and displayed for all tests based on nature, urgency, and criticality?		
11	AAC.5.c	Is TAT monitored through registers, digital systems, or other documented mechanisms?		
12	AAC.5.c	Is a critical alert list defined, and are critical results communicated within one hour?		
13	AAC.5.c	Is a Critical Alert Register maintained with complete documentation (patient details, UHID, test name, value, reference range, operator, recipient, read-back, date and time)?		
14	AAC.5.c	Do laboratory reports include organization name, patient details, UHID, reference ranges, and name/signature of reporting personnel?		
15	AAC.5.f	Are outsourced test reports clearly identified, and is there a documented policy including MOU, packaging, transport responsibility, and quality assurance requirements?		
16	AAC.5.d	Is a laboratory safety manual available covering workforce safety, equipment safety, and MSDS documentation?		
17	AAC.5.d	Are staff trained in laboratory safety, PPE use, standard precautions, MSDS, and HAZMAT practices as per job description?		
18	AAC.5.d	Are adequate PPE, spill kits, fire extinguishers, eye wash facilities, first aid materials, and staff immunization records available?		
19	AAC.5.e	Does laboratory quality assurance include Internal Quality Control (IQC), External Quality Assurance (EQA) or Inter-Laboratory Comparison (ILC) where applicable?		
20	AAC.5.e	Is there documented evidence of CAPA for deviations and calibration of equipment as per manufacturer recommendations?		
21	HRM.2.c	Is training provided on new equipment and documented appropriately?		
22	HRM.2.c	Is staff training aligned with specific job descriptions and competency requirements?		

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