

Document ID EM/FORMAT/38/V2.0 Document Version 02 Document Category Format Issue Date 06/2026

Procedure Safety Checklist (Non-OT)

Patient's Label	
UHID: _____	IP No. _____
Name: _____	Age/ Gender: _____
Name of the Consultant: _____	
Date of Admission: _____	Name _____
_____	Age/Gender _____
Consultant: _____	Name of the _____
Date of Admission: _____	

Procedure Name: _____ Date: _____

SIGN-IN PROCEDURE

Has a patient confirmed his /her identify , site, procedure and consent. ☐ Yes

Name of the Procedure

Site & Side of procedure ☐ Left ☐ Right ☐ NA

Any Allergy ☐ Yes ☐ No

Difficult airway or aspiration risk? ☐ Yes and equipment assistance available ☐ No

Relevant documents & diagnostics Investigation reports available ☐ Yes ☐ No ☐ NA

Required blood product present (wherever applicable) ☐ Yes ☐ No ☐ NA

Presence of appropriate equipment and consumables ☐ Yes ☐ No ☐ NA

Physician / Anaesthetist:

Name: _____ Designation: _____ Signature: _____

TIME OUT (BEFORE INITIATION OF PROCEDURE)

- ☐ Confirm all team members have introduced themselves by name and role.
- ☐ Confirm the patient's name, procedure, site and where the incision will be made

Correct Procedure Name _____

Comorbidities ☐ Yes ☐ None

Antibiotic Prophylaxis ☐ Yes ☐ NA

Time of completion of Time Out:

Proceduralist :

Name: _____ Designation: _____ Signature: _____

SIGN OUT (END OF PROCEDURE)

Labelling of Specimens/Samples, labels are read aloud- (using two identifiers) and verified

☐ Yes ☐ NA

Verbally confirmation done by member of the team ☐ Yes

Name of the invasive procedure _____

Completion of instrument, sponge and needle counts ☐ Yes ☐ NA

Any Equipment problem to be addressed ☐ Yes ☐ NA

Post Procedure concerns (If Any) _____

Time of Sign Out:

Technician / Nurse :

Name: _____ Designation: _____ Signature: _____

Disclaimer

The content of the E-mitra is intended to serve as a sample and guide for better understanding the NABH Entry Level Standards. It is not prescribed by NABH as the exclusive or only way to meet the standards. Healthcare organizations are encouraged to adapt and modify the materials according to their own scope of services and operational needs. NABH is not liable for any misinterpretations or errors resulting from the unmodified use of this material, or for any non-compliance during assessments that may arise because of such actions.