

FAROOQ GENERAL HOSPITAL
Chota Lahor, Swabi, Khyber Pakhtunkhwa
CLINICAL LABORATORY DAILY OPERATIONS CHECKLIST

Date: _____	Shift: ☐ M ☐ E ☐ N	Duty Tech: _____	Supervisor/Path: _____
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1. ENVIRONMENTAL MONITORING, SAFETY & FACILITY READINESS

Operational Parameter	Standard / Target	Status	Remarks / Reading
Room Temp & Humidity	20°C – 25°C / 40% – 60% RH	☐ Pass ☐ Fail	T: _____°C RH: _____%
Main Refrigerator (Reagents)	2°C – 8°C (Log daily)	☐ Pass ☐ Fail	Temp: _____°C
Backup Power (UPS/Generator)	Operational / Fuel & Battery checked	☐ Pass ☐ Fail	Surge stable: Yes / No
PPE & Safety Gear	Adequate Gloves, Masks, Lab Coats	☐ Pass ☐ Fail	Stock verified
Eye Wash & Spill Kit	Functional & Unexpired chemicals	☐ Pass ☐ Fail	Accessible & checked
Biohazard Waste Bins	Color-coded bags lined (Yellow/Red/Black)	☐ Pass ☐ Fail	Lined & designated
Shift Handover & Pending Log	Previous shift pending tests reviewed	☐ Pass ☐ Fail	Logged & verified

2. PRE-ANALYTICAL PHASE (PHLEBOTOMY, RECEPTION & TRIAGING)

Process / Quality Checkpoint	Standard Requirement	Status	Corrective Action / Notes
Patient Dual-Identification	Verify Full Name + MR# / Token ID	☐ Pass ☐ Fail	Zero blind sampling
Phlebotomy Consumable Stock	Vacutainers (EDTA/Gel/Citrate), Syringes	☐ Pass ☐ Fail	Stock sufficient
Needle & Sharps Safety	Puncture box ≤ 3/4 full; No recapping	☐ Pass ☐ Fail	Disposal compliant
Bedside / Desk Sample Labeling	Immediate labeling with MR# & Time	☐ Pass ☐ Fail	100% adherence
Sample Integrity & Rejections	Check hemolysis, clot, underfilling	☐ Pass ☐ Fail	Ward notified if rejected
STAT / Emergency Triage	Immediate ER/OT/ICU processing (<45m)	☐ Pass ☐ Fail	Priority run
Centrifugation Protocol	3000 RPM (5–10 min); Balanced rotor	☐ Pass ☐ Fail	Aerosol caps used

3. ANALYTICAL QUALITY CONTROL (QC) & EQUIPMENT STARTUP

Equipment / Analyzer	Required Daily Startup & QC Action	Status	QC Evaluation / Action
Hematology Analyzer (3/5-Part)	Background count, Tri-level QC (L, N, H)	☐ Pass ☐ Fail	WBC<0.3, PLT<10 QC OK
Urine Strip Reader / Microscopy	Calibrate optical tray, control strip check	☐ Pass ☐ Fail	Tray cleaned (70% alc)
Centrifuges & Water Baths	Balance rotor, verify water bath temp (37°C)	☐ Pass ☐ Fail	Temp: _____°C
Microscopes (Optics/Illumination)	Clean 100x oil lens with lens paper; stage alignment	☐ Pass ☐ Fail	Optics clear

4. WASTE MANAGEMENT, DISINFECTION, EXPIRY & SHIFT CLOSURE

Operational Item	Protocol / SOP Requirement	Status	Tech Initials / Notes
Benchtop Disinfection	Wipe with 0.5% Bleach / 70% Alcohol	☐ Pass ☐ Fail	Initials: _____
Biohazard Waste Disposal	Yellow bags sealed & transferred to storage	☐ Pass ☐ Fail	Initials: _____
Sharps Container Audit	Lock when 3/4 full; zero spillage/overflow	☐ Pass ☐ Fail	Initials: _____
Inventory & Reagents Restocking	Log low stock (<3 days) for indenting	☐ Pass ☐ Fail	Initials: _____
Expiry Audit (Kits/Reagents)	Check expired & near-expiry (<3 months) items	☐ Pass ☐ Fail	Initials: _____
Analyzer Shutdown / Wash	Probe cleaner cycle & standby mode	☐ Pass ☐ Fail	Initials: _____

5. DAILY SHIFT HANDOVER & ADMINISTRATIVE ENDORSEMENT

Outgoing Technician	Incoming Technician	Lab Supervisor / Pathologist / AO
Name: _____ Sign: _____ Date/Time: _____	Name: _____ Sign: _____ Date/Time: _____	Name: _____ Sign: _____ Date/Time: _____