

SMS Central Lab	Check List for Investigation of Laboratory Incidents	
S.No.	Checklist	Observation (Yes/No)
1	Were the equipment used for analysis in calibrated state?	
2	Did all components/parts of equipment function properly?	
3	Was there evidence that the equipment is contaminated?	
4	Was the SOP adequate and operated as per SOP?	
5	Was the glassware used calibrated?	
6	Was the glassware used properly washed?	
7	Was there any evidence that the glassware used may be contaminated?	
8	Were the equipment problems such as noisy baseline, poor peak resolution, poor injection reproducibility, unidentified peaks or contamination that affected peak integration, etc., noticed?	
9	Any critical parts of equipment need to replacement?	
10	Was the correct Test procedure adopted?	
11	Was the Test procedure adequate and followed properly?	
12	Were the standards, reagents used properly stored?	
13	Were standards, reagents properly labeled?	
14	Was there any evidence that the standards, reagents have degraded?	
15	Were the reagents/chemicals used of recommended grade?	
16	Was there any evidence that the reagents, standards or other materials used for test were contaminated?	
17	Were standards, reagents used within their expiration dates?	
18	Were Working standards standardized as per Test procedure?	
19	Were the dilutions made in sample/standard preparation as per Test procedure?	
20	Was the Analyst trained in the particular test?	
21	He/she understood Test procedure/SOP.	
22	He/she calculated the results correctly as mentioned in Test procedure?	

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23	Was there any similar occurrence with the analyst earlier?	
24	Was there any similar history with the product/ material?	
25	Were the environmental conditions (temperature, humidity, light) appropriate?	
26	Any other reason, specify:	

Remarks :

	Analyst	HOD or designee
Signature		
Date		