

* Document control in NABL accredited clinical laboratory | requirement in ISO 15189: 2013

→ Document :- procedure [Instruction on how to do process]
other detail [forms, copies of rules]

→ Record - Evidence that process have occurred

→ The lab must have document control procedure
→ Essential characteristics of document:

↓
- a title

- a unique identifier on each page
- the date of current edition and / or
edition number.

- page number to total number of pages
[e.g. page 1 of 5, page 2 of 5]

- authority for issue

→ How to prepare master index

→ How to differentiate not in use from
currently in use

→ Amendment instructions

→ Hand amendment instruction [authorities,
sign, date, validity]

→ Review period

→ period for which not in use documents
will be stored