

ATTENDANCE SHEET

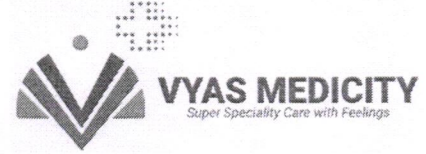
Topic Of Training:	Transcription of reports.		
Name Of The Trainer:	Dr. Anitha Seethu	Date:	26/12/2023
Venue:	Central Research Lab vmeq	Time:	1pm to 2pm.

SN	Name	Designation	Department	Sign
1	MANISHA BENTWAL	Lab technician	Central Lab	<u>Manisha</u>
2.	Hemant Pandit	Lab. Tech.	Central Lab	Hemant
3.	INDRAJEET	Lab Techs	Central Lab	Indrajeet
4.	SHAWAN GAELOT	SR. Lab Techs	Central Lab	<u>Shawan</u>
5.	Divya Bhati	Lab technician	Central Lab	<u>Divya</u>
6	Anupam Maity.	Lab Tel	Central Lab	<u>Anupam</u>

S. No.	Name	Designation	Department	Sign

Signature of Trainer: *Anil*

ATTENDANCE SHEET



Topic Of Training: Standardization, calibration & Internal & External QCAS (EQAS)	
Name Of The Trainer: Dr. Ashok Kumar Shah	Date: 27/12/2023
Venue: Central Research Lab Vmsh	Time: 1pm to 3pm.

SN	Name	Designation	Department	Sign
1	INDRAJEET	LAB TECHNICIAN	CENTRAL LAB	Indrajeet
2	SHARWAN UCHHOT	SR. LAB TECHNICIAN	CENTRAL LAB	[Signature]
3	Hemant Pandit	Lab. Tech.	Central Lab.	Hemant
4	Manisha Beniwal	Lab. technician	Central lab.	Manisha
5	Anupam maity	Lab Tech.	Central lab	Anupam
6	Divya Bhati	Lab Tech.	Central Lab	Divya

CORRECTIVE & PREVENTIVE ACTIONS FORM



ROOT CAUSE ANALYSIS, CORRECTIVE AND PREVENTIVE ACTION (CAPA)

Non Compliance Reference

No. Sample-2 Dated 7/12/2023

Dept: Microbiology [HIV-Ag-Ab]

Date: 21/12/23

Incident : EoAs Sample for HIV-Ag-Ab [microbiology-serology].
was run but we didnot obtain the reactive result.
" Deviating EoA result. "

Root cause analysis/Investigation :- The kit we used detect only
antibody of the test. Report the wrong ^{test} card.
It was man-made error.

Done By: Manisha Date & Sign: Manisha 21/12/23

Tool Used/ Risk Assessment Why-why method.

Immediate Correction - Couldnt correct as it was not availability of kit-card.

Corrective Action :- we ~~are~~ have requested to purchase & provide
availability of new kit (card) which can detect both
antigen as well as antibody. result of HIV Ag-Ab test.

Done By: Manisha Date & Sign: Manisha 21/12/23

Preventive Action :- Will make sure that we will use the
kit (card) which can detect both antigen & antibody.
result of HIV Ag-Ab test.

:- Training given to lab technicians, to use
proper kit (card) for test.

Verification of CAPA Done

Done By: Dr. Anitha Securi Date & Sign: Anitha 21/12/23

Manisha

Akyl

Akyl

Prepared By

Immediate Incharge

HOD