

# CORRECTIVE & PREVENTIVE ACTIONS FORM



ROOT CAUSE ANALYSIS, CORRECTIVE AND PREVENTIVE ACTION (CAPA)

Non Compliance Reference

No. Samp. 2. Dated 7/12/2023

Dept: Microbiology [HIV-Ab]

Date: 21/12/23

Incident EQAS sample for HIV-Ab (micro-serology) was run but we didnot obtain the reactive result. "Deviating EQA results"

Root cause analysis/Investigation :- The EQA provider distributed by accident an inappropriate sample.

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

Tool Used/ Risk Assessment : Brain storming.

Immediate Correction :- Couldnt correct as it was already done.

Corrective Action :- It was first time mistake, we shall be careful & repeat the test to get correct result.

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

Preventive Action :- should make sure to re-run the test before final report.  
- Training given to technicians.

Verification of CAPA Done

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

Manisha

Anitha

Anitha

Prepared By

Immediate Incharge

HOD



# Metropolis Healthcare Ltd., EQAS

VYAS SUPER SPECIALITY HOSPITAL (1067)

## Outlier And Analyte Summary Report

Outlier Details For Cycle No 230310 and Sample No 02

Report Date : 19/12/2023

Analyte	Instrument	Result Value	Standard Unit
X HIV Ag + Ab	Manual	Non-reactive	-
X HBsAg	Manual	Equivocal	-
X C-Reactive Protein Qualitative	Manual	Normal	-
X HIV Ab	Manual	Non-reactive	-
Legend @ : Acceptable X : Unacceptable # : Not Evaluated ⌚ Delayed Result Entry			

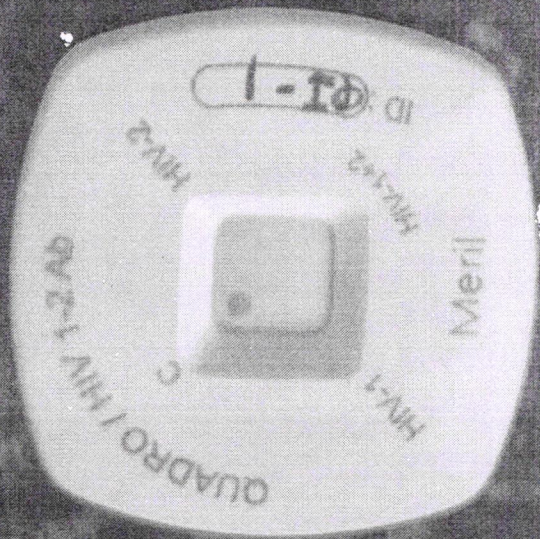
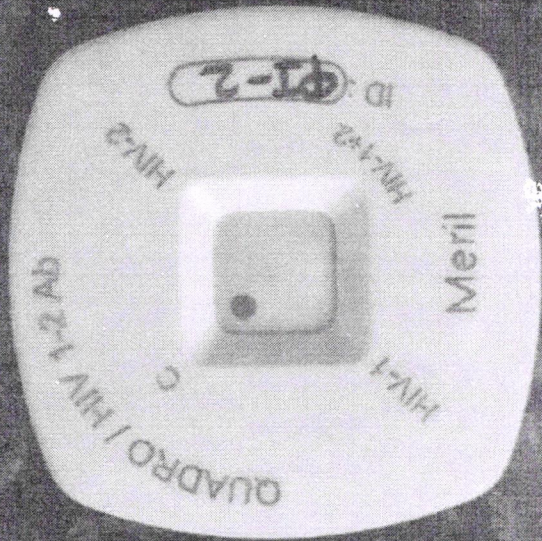
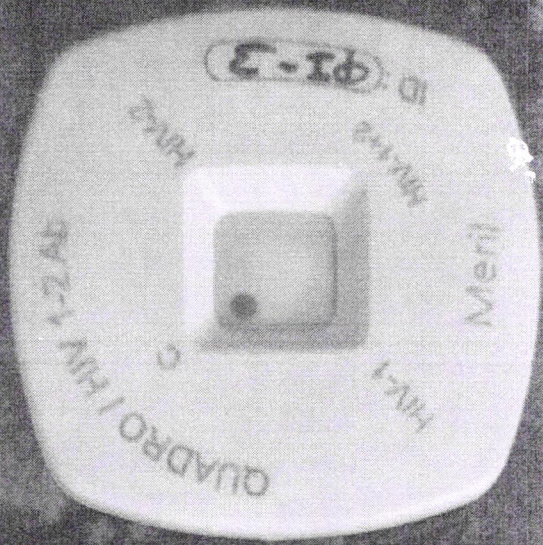
**Problem Classification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Dated:** \_\_\_\_\_







# ATTENDANCE SHEET



Topic Of Training: Interpretations of the card Tests.	
Name Of The Trainer: Dr. Ashok Kumar Shah.	Date: 25/12/2023
Venue: Central Research Lab VMCH.	Time: 1pm to 2pm

SN	Name	Designation	Department	Sign
1.	Hemant Pandit	Lab. Tech.	Central Lab	Hemant
2.	Indrajeet	Lab Tech.	Central Lab	Indrajeet
3.	Sharwan	SR. Lab Tech.	CENTRAL LAB	
4.	Manisha Beniwal	Lab technician	Central lab	Manisha
5.	Anupama Maity	Lab Tech	Central Lab	Anupama
6.	Divya Bhati	Lab Tech.	Central Lab	Divya



# ATTENDANCE SHEET



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

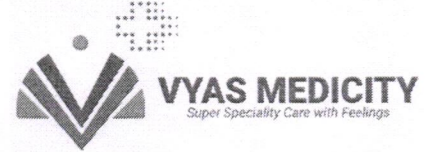
SN	Name	Designation	Department	Sign
1	MANISHA BENIWAL	Lab technician	Central Lab	<u>Manisha</u>
2	Hemant Pandit	Lab. Tech.	Central Lab	Hemant
3	INDRAJEET	Lab Techs	Central Lab	Indrajeet
4	SHAWAN GAELOT	SR. Lab Techs	Central Lab	<u>Shawan</u>
5	Divya Bhati	Lab technician	Central Lab	<u>Divya</u>
6	Angam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

S. No.	Name	Designation	Department	Sign

Signature of Trainer: ..... *Anitha* .....



# 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	
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