

Logo  
Centre name  
Address

SERVICE NAME :	SOP FOR LAB
DATE CREATED :	
APPROVED BY :	Doctor name
REVIEWED BY :	RECEPTIONIST

SANDH

# **SOP Of LAB**

## **● What is the sop of medical laboratory?**

- ◆ The SOP is a set of written instructions that reflect the standard operating procedure. It describes how the process and experimentation in a laboratory is done safely and effectively.
- ◆ Laboratories use hazardous substances such as chemical radioactive and Jai Bhima or physical hazards or are experimented with, then SOP's are required in laboratories.

## **◆ How to write sop for lab?**

- ◆ Sop for laboratory There are eight stages of writing: -
  1. In the laboratory, when it is tested or experimented to achieve results, it is outlined in its standard operating procedure.
  2. The format is selected for the old process and drafts are also made.
  3. Every worker should know that the details of the test or experiment to be done in the laboratory have already reached them so that it can be reviewed.
  4. Everyone should conduct an external review in its entirety.
  5. The best result should be valued.
  6. There should be readiness to post the results.
  7. There should be complete arrangement for training of employees.
  8. Audit

## **Results for the schemes: -**

- 1) Machine and equipment treated in the laboratory should be of good quality.
- 2) Employees operating the equipment being treated in the laboratory should be trained.
- 3) Technician should have complete knowledge of the experimental elements of the test and the result so that they can have full supervision after the test.

## **● Internal Review-**

Each worker will enter their working style in writing. The workers feel that there is a need to improve any style of work, to improve the work process and to improve the equipment, they will also advise. So that the process is easy to understand, the working style will be accurate. It is important to reassure the worker that the suggestion made by him is important. The advantage of including the suggestions of the workers is that their work style of perfection is s.o.p. Will join There will be full activism of the workers. Improvement in work quality and working style will be continuous.

## ● **External Review**

The manager can also seek advice from colleagues outside his institute so that he can also engage with his eyes

## ● **Test**

Testing of each process requires a lot of testing and experimentation processes to be completed effectively at the workplace. It is very important to do the documentary work on the entire process. If the new person who comes to the institute knows the procedures of his work, then he has to give the documents to read and he will be aware of all the procedures of the new institute so it is very important to document it..

## ● **Post**

After documenting the investigation or experimentation process, a master file is created which is preserved as a master copy and the report of the inquiry is posted to the concerned institution or individual.

## ● **Audit**

The audit of the institute shows that what processes are done in that institute, how the format of those processes is prepared, how is its working style and how do those formats work and how does the working model replicate. All these things are given in the audit.

- Errors are corrected by audit.
- Improvement is implemented.
- Routes of are made.