



TOOLKIT 24 · LABORATORY QUALITY · TOOL 3 OF 4

Laboratory Equipment — Calibration, Maintenance and Quality-Control Log

One page per analyser: daily QC, weekly maintenance, calibration, service — and the rule when QC fails

Instrument · model · serial · location · responsible technologist · month ·
calibration due · service due · EQA scheme and last result

Date	QC level 1 result	In range ☐ (mean $\pm$ 2 SD)	QC level 2 result	In range ☐	Patient testing released ☐	Maintenance done (daily / weekly / monthly)	Temperature / reagent lot	Initials	Fault / action
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				
		☐		☐	☐				

When QC fails (outside $\pm$ 2 SD, or two consecutive results on the same side beyond $\pm$ 1 SD, or any result beyond $\pm$ 3 SD): do not release patient results. Repeat QC with fresh material; check reagent lot, expiry, temperature, calibration; recalibrate if needed; document the cause and the fix; re-run any patient samples analysed since the last acceptable QC; release only when QC is in range. Repeated failures → take the instrument out of service and inform the laboratory lead.

Point-of-care devices (glucometers, INR meters, blood gas) are on the same rules, with daily QC by the ward and a monthly review by the laboratory. Adapted from WHO Laboratory Quality Management System handbook, equipment and QC modules.

ASF standards: Hospital Standard 4 — laboratory quality (means of verification: logs, EQA results, QC failure records)