Standard operating procedure (SOP) · DEN-SOP-007 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 31.21

At a glance

- Each laboratory order states the specification and the material (DEN-FRM-008).
- Items are disinfected before fitting and the step is recorded.
- Only approved laboratories are used, and their records are kept.
- The clinic can trace each item to its laboratory and to the patient.
- Stop and get help straight away if: an item is fitted without disinfection, or from a laboratory not on the approved list.

1. Purpose

To make sure laboratory work is correctly specified, disinfected and traceable to an approved laboratory (31.21).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Dental laboratories make crowns, dentures and other work that goes in the patient’s mouth. The clinic must specify the work on a written prescription, use a quality-assured lab, and disinfect the work on return.

5. Responsibilities

Role	Responsibility	Competence
Clinical director	Approves the laboratories	Medical director
Clinician	Writes the order and checks the item before fitting	Clinical director

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Order.

- Write the specification and material on the order (DEN-FRM-008).

Key point: Ordered.

Step 2. Receive and disinfect.

- Disinfect the item on receipt and before fitting, and record it.

Key point: Disinfected.

Step 3. Fit and trace.

- Fit the item and keep the link to the laboratory and the patient.

Key point: Fitted.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Items fitted with disinfection recorded	100%	Quarterly	Clinical director	Escalate to the medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
DEN-FRM-008	Laboratory work order	Record

17. Evidence

Reference	Note
E-009	
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Supplier Evaluation and Purchasing** (T-13)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file