Procedure · SPC-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 19.4

At a glance

- Send each specimen to the laboratory within the time and temperature set for its type.
- Package each specimen in packaging that meets the transport rules, sealed and labelled.
- Record the dispatch and arrival times on SPC-REG-001.
- Do not leave a specimen waiting on the bench.
- Stop and get help straight away if: a specimen waits for hours on a bench before transport.

1. Purpose

To make sure each specimen reaches the laboratory on time, at the right temperature, in safe packaging (19.4).

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

A specimen that is slow or too warm when it reaches the laboratory may give a false result, and the patient must then be collected again. Transport within the set time and temperature protects the result.

5. Responsibilities

Role	Responsibility	Competence
Collection point lead	Owns the transport rule and the packaging	Clinician or manager

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. Package.

- Seal each specimen in packaging that meets the transport rules.

Key point: Packaged.

Step 2. Dispatch.

- Dispatch within the set time and record it on SPC-REG-001.

Key point: Dispatched.

Step 3. Confirm arrival.

- Record the arrival time at the laboratory.

Key point: Arrival recorded.

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
Specimens dispatched within the set time	95%	Monthly	Collection point lead	Escalate to 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
SPC-REG-001	Specimen dispatch and arrival register	Register

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

- Pre-Examination: Specimen Pathway (LAB-06)

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)

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