

[organization name]

Appendix 3 - List of Types of Records

No.	Code	Name of Record	Change Status	Storage Method	Note
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Commented [170251]: List should include all records that apply to laboratory activities, including laboratory personnel records. See some examples in the table in grey text.

Commented [170252]: Insert the code of each record according to procedures (and its appendices).

Commented [170253]: List the records by the name of family

Commented [170254]: Change Status and

Commented [170255]: Make a note, if various records may be stored in different places or records are confidential or similar notes.

[job title]

[name]

[signature]

Commented [170256]: The person who has been assigned to manage the records control and storage function.
This is only necessary if the document is in paper form.