

[organization name]

Appendix 1 – Test or Calibration Item Registration Log

Sample Type					Date Received		Scheduled / Completed		Sample Location
<i>e.g. Water</i>	<i>e.g. LW 1901</i>				<i>e.g. Aug 20, 2019</i>				<i>e.g. Retention Storage</i>

Commented [17A1]: This should be used by laboratories that don't have a Laboratory Information Management System (LIMS) to keep a log of all items received and accepted for testing or calibration.

If a contract is not in place, testing of ad hoc samples should be covered by a document that would have all the details – Client name and contact details, Order number, details of samples supplied and tests requested.

Commented [17A3]: [Redacted]

Commented [17A6]: [Redacted]

Commented [17A7]: Include the naming of the tests as you [Redacted]

Commented [17A2]: Use a unique [Redacted]

Commented [17A5]: Write the number of the [Redacted]

Commented [17A8]: State whether [Redacted]

Commented [17A10]: Include information as to where you store the sample.

Commented [17A4]: [Redacted]

Commented [17A9]: Insert the scheduled [Redacted]