

Lab Director Site Visit Template

Site name: _____

Lab director: _____

Date of visit: _____

Sign in time: _____

Summary of visit: _____

Requirement	Binder Section	Response (Yes/No/N/A)	Initials
Verified that the laboratory environment is clean, uncluttered, and properly maintained to minimize contamination risks		Y N N/A	
Ensured safety measures are in place, such as accessible eyewash stations and proper ventilation		Y N N/A	
Reviewed logs for decontamination of workspaces and equipment		Y N N/A	
Confirmed that all lab personnel meet CLIA qualifications and have appropriate training and competency assessments documented		Y N N/A	
Reviewed proficiency testing (PT) records to ensure compliance with CLIA standards		Y N N/A	
Checked quality control (QC) documentation for test systems, including calibration records and troubleshooting logs		Y N N/A	
Confirmed adherence to pre-analytic, analytic, and post-analytic processes as outlined in the laboratory's quality systems plan		Y N N/A	
Verified that test results are accurate, reliable, and reported promptly		Y N N/A	

Observed proper handling of specimens to avoid contamination or errors during testing		Y N N/A	
Reviewed analytical performance data to confirm acceptability based on lab criteria		Y N N/A	
Ensured all required documentation is complete, current, and properly filed		Y N N/A	
Confirmed that any deviations to standard operating procedures, or adverse events, are documented and reported appropriately		Y N N/A	
Reviewed compliance history to address any deficiencies cited previously		Y N N/A	
Discussed findings from the visit with the site staff to address any issues identified during the visit		Y N N/A	
Provided retraining (if necessary) and ensured staff understands any required follow-up actions		Y N N/A	

Notes: _____

Sign out time: _____

Signature of lab director: _____

Date: _____