



College of American Pathologists

LABORATORY GENERAL CHECKLIST

**To be used in the laboratory section named:
Lab General**

PHYSICAL FACILITIES

From COVE Laboratory Software:

"The CAP Checklists cover a range of laboratory issues. The GEN. 61900 Phase I question is:

Is there an effective inventory control system in operation?

The InvMan application is a good solution to implementing an inventory control system. The following page has a page from a version of the checklist which references an article on the use of InvMan in the laboratory."

GEN.61800 Phase I

N/A YES NO

Are telephones and computer terminals conveniently located?

COMMENTARY:

N/A

INVENTORY AND STORAGE OF SUPPLIES

GEN.61900 Phase I

N/A YES NO

Is there an effective supply inventory control system in operation?

NOTE: An effective inventory control system minimizes emergency requisitions and shortages of supplies.

COMMENTARY:

N/A

REFERENCE: Chapman J. Saving money with computerized materials management. *Advance/Lab.* 1999;8(9):16-18.

GEN.62000 Phase I

N/A YES NO

Is the intralaboratory storage area sufficient?

COMMENTARY:

N/A

GEN.62100 Phase I

N/A YES NO

Are storage areas well-organized and free of clutter?

COMMENTARY:

N/A