



New Delivery? Inspect First.

Reagent receiving inspection and new-lot release (LAB-QM-ANA-007 Figure 1).

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Source: LAB-QM-ANA-007
Version V0 — DRAFT

1 · BEFORE IT ARRIVES

- The CMT establishes an **Annual Procurement Plan**.
- Purchase requests are routed through the **Hospital Supply Officer**.
- Orders for critical materials are placed **exclusively with approved vendors**.

2 · INSPECT THE DELIVERY

- Check: **quantity vs order · lot number · expiry · package integrity · cold-chain temperature**.
- Decision: **does the delivery meet the technical acceptance criteria?**

× **REJECTED**: quarantine the shipment in a holding area labeled **DO NOT USE — REJECTED**. Document the discrepancy on an **OCCURRENCE REPORT**. Return to vendor / destroy / reorder per policy.

3 · ACCEPT, MARK, VERIFY THE LOT

- Record accepted deliveries in the **Receiving Verification** section of the master registry (**F-QM-ANA-007-A-V0**).
- Mark containers with the **date received** and the **initials of the receiving technologist**.
- **New lot?** Verify it against the current lot / QC acceptance **before clinical use**.
- Only then are reagents **released for clinical use** and shelved per storage requirements.

Delivery arrives



Inspect 5 points



Fail → quarantine DO NOT USE



Accept + record + mark



New lot verified → release