

Laboratory Readiness Self-Assessment

A practical checklist for clinical laboratory documentation, inventory, and quality workflows

Many laboratories work hard to stay organized while managing paper logs, spreadsheets, binders, shared drives, manual inventory lists, equipment records, corrective actions, and supervisor reviews. This checklist helps your team identify common gaps that create stress during inspections, audits, quality reviews, and daily operations. It is a practical tool, not a replacement for your applicable regulatory, accreditation, or internal quality requirements.

How to use it: For each question, check Yes, No, Needs Improvement, or N/A. If your lab answers “No” or “Needs Improvement” to several questions in a section, your team may benefit from a more centralized electronic logs and inventory management process.

1. Daily, Weekly, Monthly & As-Needed Logs

	Yes	No	Needs Improv.	N/A
Does your team clearly know which quality, maintenance, QC, and operational tasks need to be performed today?				
Are required daily, weekly, monthly, quarterly, annual, and as-needed tasks being completed on time?				
Can staff and supervisors see the current status of required tasks before the end of the shift, day, or review period?				
If a task is missed, overdue, incomplete, or failed, can the issue be identified quickly so corrective action can be taken in time?				
Can supervisors confirm all required logs were completed for a given period without searching binders, files, or spreadsheets?				
Can the lab identify recurring patterns such as repeated missed entries, delayed documentation, or failed checks?				
If a QC or maintenance task must be completed before an instrument can be used, can staff easily see whether it has been met?				
Common risk	With paper logs or disconnected spreadsheets, missed, overdue, or failed tasks may not be visible early enough to act before they affect quality, workflow continuity, inspection readiness, or patient safety.			
How Lab Symplified helps	Real-time visibility into what is due, completed, overdue, and needing attention - reviewable by date, instrument, location, or log type - with recurring gaps surfaced automatically.			

2. Supervisor Review & Sign-Off

	Yes	No	Needs Improv.	N/A
Is there a clear review and sign-off hierarchy for completed logs?				
Can the lab see which logs are pending review, reviewed, or fully signed off?				
Can supervisors identify review status without searching paper logs, binders, or spreadsheets?				
When multiple reviewers are involved, is there a clear process to route logs from one reviewer to the next?				
Are reviewer names, review dates, sign-off dates, comments, and notes captured consistently?				
Can the lab prevent final sign-off until all required review steps are complete?				
Can review and sign-off records be retrieved easily during inspection or audit?				
Common risk	Review may be happening, but status is often not visible in real time - logs sit completed-but-unreviewed, or waiting on the next reviewer who does not know it is their turn.			
How Lab Symplified helps	Structured review workflows with clear assignments, status, notes, timestamps, sign-off records, and automatic routing to the next reviewer.			

3. Corrective Actions & Failed Entries

	Yes	No	Needs Improv.	N/A
When a log entry fails, is the failure clearly documented?				
Are corrective actions recorded with enough detail?				
Is the person responsible for the corrective action identified?				
Is follow-up documented when needed?				
Can the lab distinguish completed, failed, corrected, and unresolved tasks?				
Are repeated failures or recurring issues easy to identify?				
Can corrective action records be retrieved along with the original log entry?				
Common risk	Failed entries and corrective actions become hard to track when written on paper, entered into separate forms, or stored in different locations.			
How Lab Symplified helps	Captures failed entries, corrective actions, comments, attachments, review notes, and follow-up in one connected workflow.			

4. Equipment & Instrument Maintenance Records

	Yes	No	Needs Improv.	N/A
Does each instrument or device have a complete maintenance history?				
Are daily, weekly, monthly, quarterly, annual, and as-needed maintenance tasks tracked?				
Are preventive maintenance records easy to retrieve?				
Are service reports attached to the correct instrument or device?				
Are repair records, downtime, troubleshooting notes, and corrective actions documented?				
Can the lab track when an instrument was out of service and when it returned?				
Can staff quickly locate maintenance documentation during inspection?				
Common risk	Equipment records are often scattered across binders, service reports, emails, shared drives, and handwritten logs.			
How Lab Symplified helps	Associates logs, service reports, maintenance records, downtime, corrective actions, and attachments directly with the relevant instrument.			

5. Temperature & Environmental Monitoring

	Yes	No	Needs Improv.	N/A
Are refrigerator, freezer, incubator, room temperature, humidity, and other environmental logs completed on time?				
Are out-of-range results clearly flagged?				
Are corrective actions documented for out-of-range temperatures or environmental failures?				
Are repeated temperature or environmental issues easy to identify?				
Can the lab retrieve temperature records by equipment, location, date range, or review period?				
Are missed entries visible to supervisors?				
Are records reviewed and signed off according to the lab's policy?				
Common risk	Temperature and environmental logs are among the most common areas where missed entries, delayed review, and incomplete corrective actions create inspection stress.			
How Lab Symplified helps	Digitizes environmental logs, flags failed or missed entries, captures corrective actions, and generates reports for review and inspection prep.			

6. Reagent, Supply & Consumable Inventory

	Yes	No	Needs Improv.	N/A
Does the lab know what supplies are currently in stock?				
Can the lab see quantity by item, lot number, expiration date, and location?				
Are supplies tracked across refrigerators, freezers, storage rooms, departments, and sites?				
Can staff quickly identify low-stock or out-of-stock items?				
Are duplicate orders, emergency orders, and last-minute shortages common?				
Is inventory usage tracked consistently?				
Can supervisors see supply status without asking staff to manually count items?				
Common risk	When inventory is tracked manually, labs may over-order, run short, use expired items, or waste supplies because current stock is not visible.			
How Lab Symplified helps	Centralized inventory with quantities, locations, lot numbers, expiration dates, low-stock alerts, usage history, and multi-location visibility.			

7. Lot Number, Expiration & COA Tracking

	Yes	No	Needs Improv.	N/A
Are lot numbers and expiration dates captured consistently?				
Can staff identify which lots are currently in use?				
Are expired or near-expired items flagged before use?				
Can the lab follow first-expire, first-out inventory practices?				
Are COAs, QC documents, and lot-to-lot records attached to the correct item or lot?				
Can the lab retrieve documentation for a specific reagent lot quickly?				
Can the lab track who received, opened, used, transferred, or discarded a lot?				
Common risk	Lot tracking becomes risky when lot numbers, expiration dates, COA documents, and usage history are stored separately.			
How Lab Symplified helps	Tracks lot numbers, expiration dates, item history, COA attachments, QC files, and lot-to-lot documentation in one centralized system.			

8. Receiving, Ordering & Stock Control

	Yes	No	Needs Improv.	N/A
Is there a clear process for requesting supplies?				
Can staff document when supplies are ordered, received, partially received, unpacked, or stored?				
Are low-stock thresholds and reorder points defined?				
Can the lab track pending orders and backordered items?				
Are discrepancies during receiving documented?				
Can the lab see which items need attention?				
Are ordering decisions based on actual inventory usage and stock levels?				
Common risk	Without a structured ordering and receiving process, labs may experience stockouts, duplicate ordering, excess inventory, or unclear accountability.			
How Lab Symplified helps	Supports supply requests, order tracking, receiving workflows, quantity updates, reorder thresholds, low-stock alerts, and item history.			

9. Multi-Location & Multi-Site Visibility

	Yes	No	Needs Improv.	N/A
Can the lab see inventory and logs by department, storage area, or location?				
Are supplies assigned to the correct location?				
Can items be requested and transferred between locations with traceability?				
Can supervisors view activity across multiple locations without switching spreadsheets?				
Are user permissions aligned with each person's role and location?				
Can leadership identify trends across departments or sites?				
Can the lab standardize documentation across multiple locations?				
Common risk	Multi-location labs struggle when each area uses its own spreadsheet, binder, naming convention, or tracking method.			
How Lab Symplified helps	Location-based inventory, transfers, site and department visibility, user permissions, and standardized workflows across lab areas.			

10. Document Attachments & Record Retrieval

	Yes	No	Needs Improv.	N/A
Can the lab easily attach related documents to logs, items, lots, instruments, or service events?				
Are service reports, COAs, QC records, corrective actions, and maintenance documents stored in one place?				
Can staff retrieve records by item, instrument, date range, location, or lot number?				
Are documents stored in a way that is organized and easy to review?				
Can the lab avoid searching binders, folders, email chains, or shared drives during inspection?				
Common risk	When records are stored in multiple places, staff waste time searching or may be unable to prove required actions were completed.			
How Lab Simplified helps	Attach and organize supporting documents directly within the relevant log, item, instrument, lot, or workflow.			

11. User Accountability & Audit Trail

	Yes	No	Needs Improv.	N/A
Can the lab identify who completed each task?				
Can the lab identify who reviewed or signed off each record?				
Are dates and times captured for key actions?				
Are changes, amendments, and corrections documented?				
Is there a clear reason when an entry is amended?				
Can supervisors track activity by user, role, location, or workflow?				
Are records protected from being changed without traceability?				
Common risk	Manual records make it difficult to track who completed an action, when, whether it was changed, and why.			
How Lab Simplified helps	User-based activity tracking, timestamps, amendment reasons, review records, and traceable documentation workflows.			

12. Staff Training & Task Assignment

	Yes	No	Needs Improv.	N/A
Are staff assigned the correct tasks based on role, department, or location?				
Can supervisors see which staff are assigned to which tasks and whether training is current?				
Are training records, acknowledgments, or attachments easy to retrieve?				
Can new staff be added to appropriate workflows without rebuilding paper processes?				

Common risk When task assignment and training documentation are manual, supervisors have limited visibility into who is responsible for what.

How Lab Simplified helps Assign tasks, manage role-based access, track completion, and organize documentation related to staff responsibilities.

13. Reports, Dashboards & Inspection Prep

	Yes	No	Needs Improv.	N/A
Can the lab generate reports for a specific date range?				
Can reports show completed, missed, overdue, failed, reviewed, and signed-off records?				
Can the lab generate reports by instrument, location, log type, item, lot, or department?				
Can supervisors preview records before inspection or internal review?				
Can the lab quickly produce documentation without manually scanning paper records?				
Are inventory, maintenance, corrective action, and review records easy to export or share?				
Can leadership see high-risk areas such as overdue tasks, failed QC, or expired supplies?				

Common risk Inspection prep becomes stressful when reports must be assembled manually from paper logs, spreadsheets, binders, and separate files.

How Lab Simplified helps Dashboards, work queues, review visibility, exportable reports, and centralized records for faster inspection and audit prep.

14. Operational Risk & Continuous Improvement

	Yes	No	Needs Improv.	N/A
Can the lab identify recurring documentation issues?				
Can the lab identify repeated equipment failures or maintenance problems?				
Can the lab identify supplies that frequently expire before use?				
Can the lab identify items that are often out of stock?				
Can supervisors see trends in missed tasks, failed entries, corrective actions, or inventory waste?				
Can the lab use data to improve staffing, ordering, review, and quality workflows?				
Can leadership make decisions based on real-time visibility instead of manual reports?				

Common risk	When quality and inventory data are scattered, labs may only notice problems after they become urgent.
How Lab Symplified helps	Moves labs from reactive tracking to proactive management by centralizing data and surfacing overdue tasks and operational trends.

15. Readiness Summary

Your lab may benefit from a centralized electronic logs and inventory platform if:

- Staff rely heavily on paper logs, binders, or spreadsheets.
- Supervisors spend time chasing missing documentation.
- Corrective actions and failed entries are difficult to track.
- Maintenance records and service reports are scattered.
- Inventory quantities, lot numbers, and expiration dates are not consistently visible.
- COA, QC, and lot-related documents are stored separately.
- Expired supplies, stockouts, or duplicate ordering are recurring issues.
- Reports are difficult to prepare for inspections or internal audits.
- Multiple departments or locations use different tracking methods.
- Leadership lacks real-time visibility into quality and inventory status.

Next step: If several areas were difficult to answer confidently, Lab Symplified can help your team review your current process and identify opportunities to improve documentation, inventory visibility, and inspection readiness. To schedule a workflow review, contact your lab consultant or sales@labsymplified.com.