



Year/Testing Event:	
Analyte:	
Sample number:	
Date Sample Tested:	
Person Performing Test:	

SPECIMEN HANDLING		
Were specimens received in an acceptable condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were specimens stored according to the instructions on the result forms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the samples hemolyzed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were samples tested within the time allowed for sample stability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applicable, were the samples reconstituted correctly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

CLERICAL ERRORS		
Were the results transcribed onto the result forms correctly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the results transcribed from the result forms to the website correctly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the results recorded on the correct result form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the correct instrument/reagent/kit selected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the results recorded in the correct units?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the results on your evaluation the same as the results you reported?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

QUALITY CONTROL		
Were controls in range on the date the proficiency samples were tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any indication of trending or shifting of the control results?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

CALIBRATION		
Were there any problems with the most recent calibration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When was the last calibration performed?		
How often is a calibration performed?		
When was the last calibration verification performed?		
Notes: _____		

INSTRUMENT		
Were instrument problems noted the day the samples were tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has there been any recent maintenance on the analyzer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted your analyzer manufacturer for assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

REAGENTS		
Were the reagents stored properly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the reagents expired or was the open vial stability exceeded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have there been any changes in reagent manufacturer or formulation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

CULTURE		
Was the media stored according to manufacturer's instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the media expired?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the appropriate QC performed on the media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was the incubator temperature/gas/humidity within acceptable limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applicable, have you contacted your kit manufacturer for assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes: _____		

Findings: _____

Could patient results have been affected? If so, explain course of action:

Corrective Action:

Person Performing Investigation: _____ Date: _____
 Lab Director: _____ Date: _____

Completed correction action forms do not need to be sent to American Proficiency Institute. Keep all documentation with your records. You will be required to show them to your inspector at your next onsite inspection. You may also need to send a copy to your state or accrediting agency. This form is designed to offer assistance to the laboratory in investigation and troubleshooting proficiency testing failures. It is the laboratory's responsibility to effectively troubleshoot and resolve all proficiency testing failures. Completion of this form does not guarantee future successful performances with proficiency testing. Call 800-333-0958 for assistance.