

SOP Template: Reporting and Documentation of Laboratory Incidents and Maintenance

This SOP details the **reporting and documentation of laboratory incidents and maintenance**, encompassing procedures for identifying, recording, and addressing laboratory accidents, equipment malfunctions, and routine maintenance activities. It aims to ensure accurate record-keeping, prompt notification to relevant personnel, compliance with safety regulations, and continuous improvement in laboratory safety and operational efficiency.

1. Purpose

To establish standardized procedures for reporting and documenting laboratory incidents and maintenance activities.

2. Scope

This SOP applies to all laboratory personnel, equipment, and activities within the facility.

3. Responsibilities

- **Laboratory Staff:** Prompt identification and reporting of incidents and maintenance needs.
- **Lab Supervisor/Manager:** Review reports, initiate appropriate response actions, and ensure regulatory compliance.
- **Safety Officer:** Oversight, audits, and facilitation of corrective and preventive actions (CAPA).
- **Maintenance Personnel:** Timely response to maintenance requests, completion of repairs, and record-keeping.

4. Definitions

- **Incident:** Any unexpected event that disrupts normal laboratory operations, poses risk to personnel or equipment, or results in property damage (e.g., spills, fires, exposures, injuries).
- **Maintenance Activity:** Routine, preventive, or corrective actions performed on laboratory equipment and infrastructure.
- **Incident Report Form:** Standardized document for recording incident details.

5. Procedure

5.1 Identifying and Responding to Incidents

1. Immediately address the safety of personnel and secure the affected area.
2. Provide first aid or emergency response as needed, following established protocols.
3. Notify the Lab Supervisor and/or Safety Officer immediately.

5.2 Reporting Incidents

1. Complete the Incident Report Form within 24 hours of the event.
 - Include: date/time, location, individuals involved, detailed event description, immediate actions taken, and any injuries/damages.
2. Submit the report to the Lab Supervisor/Manager and Safety Officer.
3. Participate in any follow-up investigation as required.

5.3 Maintenance Reporting and Documentation

1. Record any equipment malfunction, abnormality, or maintenance need in the Maintenance Log or electronic tracking system.
2. Notify Maintenance Personnel and Lab Supervisor of urgent or critical issues.
3. Maintenance Personnel document actions taken, dates, and outcomes in the Maintenance Log upon completion.
4. Routine maintenance activities must be scheduled and logged accordingly.

5.4 Documentation Review and Continuous Improvement

1. Lab Supervisor and Safety Officer review incident and maintenance records monthly.

- 2. Analyze trends, identify root causes, and recommend corrective actions.
- 3. Update training and procedures based on findings.

6. Documentation and Records

Document	Retention Period	Storage Location
Incident Report Form	5 years	Incident File / Electronic Record System
Maintenance Log	As per equipment life or minimum 5 years	Maintenance Records / Electronic System
SOP Review and Training Records	5 years	Personnel File / Training Records System

7. References

- Company/Laboratory Safety Manual
- Relevant national and local laboratory safety regulations
- Equipment manufacturer manuals

8. Revision History

Date	Version	Changes	Approved By
2024-06-10	1.0	Initial version	Lab Manager