

QUALITY MANUAL: MODEL ACCORDING EC4 ESSENTIAL CRITERIA

5. PREMISES AND ENVIRONMENT

5.2. OFFICE SPACE

| AUTHOR | VERSION | APPROVED BY | DATE | |
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| CODE) DOCUMENT: QMM05 | (CHAPTER TITLE): PREMISES | (INSTITUTION): EC4 UNIVERSITY HOSPITAL |
| (CODE) SECTION: QMM05-S02 | (SECTION TITLE): OFFICE SPACE | EC4 CLINICAL CHEMISTRY DEPARTMENT |
| (DATE): 17/10/01 | | |
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2. OFFICE SPACE

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1. INTRODUCTION

There should be separate office for the head of the laboratory, the professional staff and for administration.

There should be adequate space for computer equipment.

1.1. SCOPE

1.2. AIMS

To fulfil the requirements of the following clauses:

| | | |
|-----------|---|-----------|
| ISO 15189 | ISO 900: 2000 | ISO 17025 |
| | 6. Management of the resources. 6.3. Premises | |

1.3. PUBLICATION CREDITS

EC4 WG

1.4. REFERENCES

1. Jansen RTP, Blaton V, Burnett D, Huisman W, Queralto JM, Zerah S, Allman B. European Communities Confederation of Clinical Chemistry: Essential criteria for quality systems of medical laboratories. Eur J Clin Chem Clin Biochem 1997; 35(2): 123-132.
2. ISO.DIS Quality management systems – Requirements. ISO 9000. Geneva: ISO, 2000; 6.3.
3. Jansen RTP, Bank CMC, Huisman W, Penders TJ. NVKC Model Quality Manual. 2nd rev. Ed. Utrecht: NVKC 1996.
4. Burnett D. Understanding accreditation in laboratory medicine. Chapter 7. Facilities and equipment. Association of Clinical Biochemists: London. 1996; 124-125.

1.5. RELATED DOCUMENTS

Laboratory Technical Specifications

Safety Manual

1.6. ABBREVIATIONS

1.7. RELATED DEFINITIONS

clinical laboratory (medical laboratory): a room or building (space) fitted out for scientific examinations (testing) of materials taken from patients for the purposes of diagnosis and treatment (6)

document: a piece of written or printed matter that provides a record or evidence of events (6)

laboratory director: the person who governs the policy of a laboratory (6)

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2. OFFICE SPACE

The laboratory complies with the EC Directive 89/654/EEC* [*OJL 393, 30.12.1989] in relation to facilities and other requirements for staff welfare concerning general aspects of health and safety in relation to premises and to the proper functioning of equipment or test systems.

Physical aspects of premises in relation to health and safety

| Safety | Health |
|---|---|
| Maintenance: see specific Procedures | Ventilation: see Laboratory Technical Specifications |
| Floor and traffic routes: see specific Procedures | Workstations and seating: see Safety Manual |
| Falls and falling objects: see Safety Manual | Lighting: see Laboratory Technical Specifications |
| Transparent or translucent doors, gates or walls and windows: see Safety Manual | Cleanliness and waste materials: premises are cleaned and waste materials are removed in a day basis. |
| Openable windows and the ability to clean them safely: see Safety Manual | Temperature in indoor workplaces: see Laboratory Technical Specifications |
| Doors and gates: see Safety Manual | Room dimensions and space: see section 5.1. |
| Escalators and moving walkways: see Safety Manual | |

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