KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health Affairs AL-Baha

Mayyara General Medical Complex

المملكة العربية السعودية
وزارة الصحة
المديرية العامة للشئون الصحية بمنطقة الباحة
مجمع ميارا الطبي العام

☐ADMINISTRATE POLICY & PROCEDURE (APP)	☐ INSTITUTIONAL POLICY & PROCEDURE (IPP) ☐ INTERDEPARTMENTAL ☐ INTERNAL

TITLE		POLICY NUMBER/V#
System For Receipt Of incoming Supplies		MMC – LAB – 02 (01)
INITIATED DATE	**EFFECTIVE DATE**	**REVISED DATE**
02/08/2025	**01/09/2025**	**01/08/2028**
REPLACES NUMBER		**NO. OF PAGES**
N\A		03

APPLIES TO	RESPONSIBILITY
All laboratory staff	All laboratory staff

1. Policy

1.1 Reagents must be properly inspected, documented, labeled, handled and stored as recommended by the manufacturer in order to ensure accurate method and prevent environmentally induced alterations.

2. Purpose

2.1. To ensure safe handling and storage for reagents during performing tests within laboratory.

3. Definition

3.1 **Reagent** is a chemical compound that causes a reaction. Depending on the instrumentation, the reagent generally is essential to find the value of whatever test is being performed.

4. Affected department

4.1. Laboratory Department.

5. Procedures

5.1 All reagents must be properly labeled, as applicable and appropriate, with the following information

5.1.1 Storage requirements

5.1.2 Date prepared or reconstituted by lab
5.1.3 All reagents and kit components are used within the kit lot number.

5.2. Reagents must be stored as recommended by the manufacturer in order to prevent environmentally induced alterations that could affect performance. If ambient temperature is indicated, there must be documentation that the defined ambient temperature is maintained and corrective action is taken.
5.3. Reagents must not be beyond their stated or assigned expiration date, and reagents check is done regularly.
5.4. All the new lots of reagents must be checked against old ones with suitable quality control materials before or concurrently with being placed in service. A record of such request checks must be maintained stating the date, lot, expiry date and technologist initial, supervisor shall review all records and troubleshooting when necessary.
5.5. If there are multiple components of a reagent kit, the laboratory must use components of reagent kit lot no. unless otherwise specified by the manufacturer.
5.6. Lot number must be used within inclusive dates of use.

6. Responsibilities

6.1. Laboratory Director
6.2. Laboratory staff

7. Reference

7.1. International Organization for Standardization ISO 15189: Medical laboratories, particular requirements for quality and competence. 2003. http://www.iso.org/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=26301.
7.2. CBAHI Standard Number: LB.6.

8. Foerms:

8.1. Form for receipt of reagents

9. Approved

APPROVALS & REVIEWS::			
Prepared By	**Title**	**Date**	**Signature**
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