cap

CVL
Calibration Verification/Linearity

CVL Survey Investigation Checklist for Problematic Results

Survey Name: _____ **Evaluation Date:** _____

Analyte: _____

Specimen Handling

	YES	NO	NA
Was testing material received in the laboratory within an appropriate time after shipment?	☐	☐	☐
Were Survey specimens reconstituted as indicated in the kit instructions?	☐	☐	☐
Were Survey specimens stored as indicated in the kit instructions?	☐	☐	☐
Were any special instructions provided in the kit instructions performed as indicated?	☐	☐	☐
Were the Survey specimens mixed adequately before sampling?	☐	☐	☐
Were the correct tests performed on the correct vial of testing material?	☐	☐	☐

A response of "No" to any of these questions may indicate a specimen handling error. These types of errors could indicate a failure to read the instructions provided with the Surveys materials.

Analytical

	YES	NO	NA
Was the written procedure followed?	☐	☐	☐
Was instrument maintenance performed on schedule?	☐	☐	☐
Were quality control results acceptable?	☐	☐	☐
Was the most recent calibration acceptable and within established stability limits at the time testing was performed?	☐	☐	☐
Does a review of recent proficiency testing results or past CVL results indicate evenly distributed data without bias?	☐	☐	☐
Were the reagents prepared according to procedure?	☐	☐	☐
Were the reagents within their open stability acceptable range?	☐	☐	☐
Was the intended result within the measuring range for the instrument?	☐	☐	☐
Was the dilution protocol followed when diluting samples that are out of range?	☐	☐	☐
Does a review of records indicate that there were no related instrument/test problems noted prior to or after the testing was performed?	☐	☐	☐

A response of "No" to any of these questions may indicate an analytical error. These types of errors could indicate a failure to follow recommended instrument maintenance and calibration. You may need to review the instructions provided with the testing material and/or laboratory procedures. If recalibration has not already occurred, recalibrate the instrument.

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Clerical

	YES	NO	NA
Were the results correctly transcribed from the instrument read-out or report?	☐	☐	☐
Was the correct instrument/method/reagent code reported on the result form?	☐	☐	☐
Do the units of measure match between the result form and the instrument results?	☐	☐	☐
Is the decimal place correct?	☐	☐	☐
Does the submitted result match the result found on the calibration verification evaluation report?	☐	☐	☐
If the result was out of range and a dilution was performed, was the correct dilution factor used in the calculation of the final result?	☐	☐	☐

A response of "No" to any of these questions may indicate a clerical error. Although reporting of testing results is unlike those for patient results, clerical errors may indicate a need for additional staff training, review of kit instructions, or investigation of the reporting format provided by the testing device. If results reported on the result form do not match the results found on the evaluation report, please contact the CAP Customer Contact Center at 800-323-4040.

Corrective Action:

Additional Notes:

Investigated By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

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