



STEM CELL LABORATORY (STCL)



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Trouble Shooting Log

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Control Information

Author: WATE02

Owner: WATE02

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TROUBLE SHOOTING LOG

NOTE: Notify the Lab Manager (or designee) in a timely manner if/when a problem needs to be resolved immediately.

Date	Problem	Corrective Action	Tech's Initials	Manager / Designee Review/Date

Monthly Review / Date and Initial: _____

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Stem Cell Laboratory, DUMC
Durham, NC

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Instructions for Trouble Shooting Log

When a piece of equipment malfunctions or a reagent does not give satisfactory results or QC is failed, a trouble shooting log must be created. **(These are examples of problems and do not include all problems that may be encountered).**

The date and problem must be recorded along with the corrective action. The Tech who logs the problem must initial and notify the manager/designee.

The manager/designee must review the form and assure that the proper corrective action was taken. The manager/designee will initial and date when this has been completed. If the problem needs immediate resolution, inform the manager/designee in a timely manner so correction action (game plan) can be initiated.

Monthly reviews should be completed by the Manager or persons designated (designees) by the Laboratory Manager.

Signature Manifest**Document Number:** STCL-FORM-019**Revision:** 05**Title:** Trouble Shooting Log**STCL-FORM-019 Trouble Shooting Log****Rejection Collaboration**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Jun 2013, 01:08:20 PM	Complete
Linda Sledge (SLEDG006)		,	
Betsy Jordan (BJ42)		,	
Sharon Hartis (SH259)		,	In Process

Author Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Jun 2013, 01:09:51 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Jun 2013, 03:04:52 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
(RB232) for Linda Sledge (SLEDG006)		21 Jun 2013, 10:44:33 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:54:25 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Sharon Hartis (SH259)		01 Jul 2013, 09:54:26 AM	Email Sent
Barbara Waters-Pick (WATE02)		01 Jul 2013, 09:54:26 AM	Email Sent
Linda Sledge (SLEDG006)		01 Jul 2013, 09:54:26 AM	Email Sent
Betsy Jordan (BJ42)		01 Jul 2013, 09:54:26 AM	Email Sent