

Confirmation of Commercial Testing Services Supplied

(For use with multiple donors or Network Rail testing)

Case Reference:

Appointment date

Appointment time

Location:

Sample Collection details

SAMPLE COLLECTOR
ON SITE ARRIVAL TIME

ACTUAL SAMPLE COLLECTION
START TIME: (First sample donor attending)

NUMBER OF DONORS ATTENDED
APPOINTMENT:

ACTUAL SAMPLE COLLECTION
FINISH TIME: (Last sample donor finished)

NUMBER OF SAMPLES
SUCCESSFULLY OBTAINED:

NUMBER OF NONCONFORMITY
REPORTS RAISED:

NUMBER OF NONATTENDANCE
DONORS: (No shows)

POC SCREENING ONLY
NUMBER OF NON-NEGATIVE
SAMPLES DISPATCHED TO THE LAB:

Record the reason(s) for any delays:

Record any nonconformance with regards to sample collection facilities e.g. location / security:

Authorisation (Sample Collector and company representative to complete)

Sample Collectors Name:

Signature:

Date:

Time:

Organisational Representative: I confirm the number of samples taken, actual start and finish time entered above, to be accurate
(Site contact or last donor)

Print name:

Job Role:

Signature:

Date:

Time:



Version

Approval Date

Review Date

v02.10.19

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