



News Bulletin

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This is a common symptom of people to reduce work. And when doing this, they miss to capture the data which are important when reviewed. May be the person doing activities, feels not so important or try to justify the process (as try to avoid writing a particular data multiple times). But during review it becomes essential. So the people working need to understand that writing values at real time with signature, date and timing is very important to establish the authenticity of work. People should make a habit to put the date and time below their signature.

Instead of counter the implementation of procedure and some extra work, people should try to understand first the need of the implementation and then react.

ALCOA principle applicable for any work related to any laboratories:

Principle #1: Attributable

The person who performs a data-related task must be identifiable as the person who performed that task.

Principle #2: Legible

Data activity should be timestamped with a record of when it took place.

Principle #4: Original

Every originally captured piece of data must be retained, rather than replaced or deleted.

Principle #5: Accurate

Data should be inputted, stored and maintained with precision and validity.

Principle #6: Complete

Data features a trackable audit trail to prove that nothing has been deleted or lost.

Principle #7: Consistent

To know more, write to Abhijit.bhar@outlook.com; abhijit@analyticalhub.in; or WhatsApp on 9867423453



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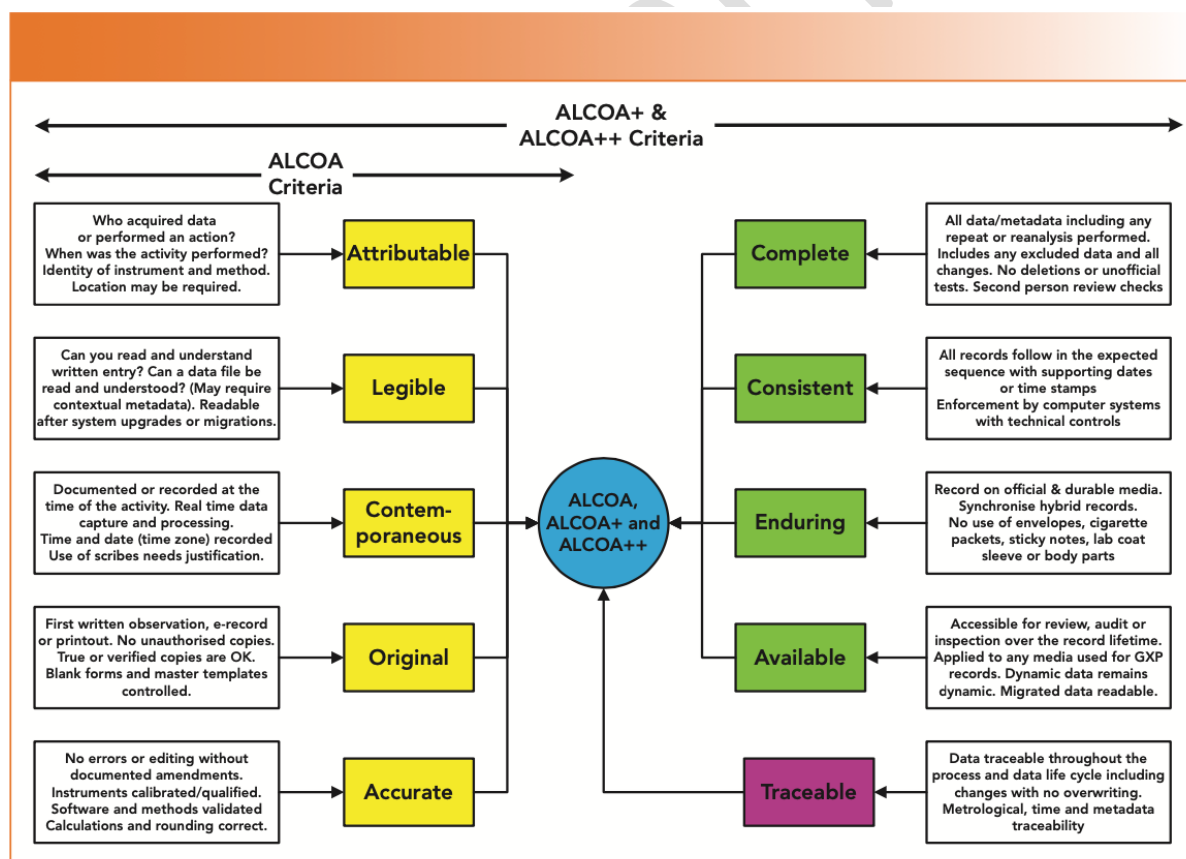
Data should display consistently, wherever it is accessed from within your document management system.

Principle #8: Enduring

Records and information should be accessible and readable during the entire period in which they might be needed... potentially decades after recording!

Principle #9: Available

Documents and records should be accessible in a readable format to all applicable personnel responsible for their review or operational processes.



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