**Form Validation Checklist**

**Form Title:**

**Validator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 1:** Complete for ***new*** forms and ***major*** revisions of existing forms

**Instructions:** Answer the following questions by circling Y (yes) or N (no), or N/A (not applicable)

Questions 1-7 to be completed by validator.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Does the form follow a logical sequence? | Y | N | N/A |
| 2. | Does the form contain necessary information? | Y | N | N/A |
| 3. | Does the form contain acceptable criteria or tolerance range, when applicable? | Y | N | N/A |
| 4. | Does the form contain QC positive and negative controls, when applicable? | Y | N | N/A |
| 5. | Does the form contain corrective action, if necessary? | Y | N | N/A |
| 6. | Does the form contain instructions for completing the form? | Y | N | N/A |
| 7. | Does the form contain space for reagents and supplies, when applicable? | Y | N | N/A |
| 8. | Does the form contain a field for Supervisory review? | Y | N | N/A |
| 9. | Are all rows and/or columns large enough to record requested information (handwritten or labels)? | Y | N | N/A |
| 10. | Does the form contain both a form # and a revision date? | Y | N | N/A |
| 11. | Is there additional information that should be included in the form?  If so, what? | Y | N | N/A |

This form is acceptable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not acceptable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2:**  Complete for ***minor***revisions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Minor changes are accurate and clear to the staff required to use the form | Y | N | N/A |
| 2 | Comments: | | | |

**SECTION 3:** Completed by Manager or Designee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Is the form or revision in compliance with Regulatory requirements, if applicable? | Y | N | N/A |
| 2. | Analysis and Evaluation:  Attach end product/recommendation |  |  |  |
| 3 | Reviewed by: Date: | | | |