

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI01003.01 <Policy number>	Page 1 of 1
Section: Documents and Records <Name of the section where the Document belongs>	Subject Title: Format for Documents and Records <Name of current document>	
Prepared by: QA Committee	Original Date: March 1, 2003<Date of the original document>	
Issued by: Laboratory Manager	Revision Date: <Date of revision of the document>	
Approved by: Laboratory Director	Annual Review Date: <Date of annual revision>	

Purpose:

To provide a list of format used in documents and records for the department.

Responsibility:

All staff

Procedure:

Date format	yyyy-mm-dd (if written in short format)
Font Type	Times New Roman
Font size	Bold, all capitals and 12pt. for titles Bold and 12 pt. for subtitles 12pt. for text
Filling records	Fill in all fields For fields with no information, fill in "N/A"
Corrections made on records	No whiteouts can be used. Changes made on records have to be initialed and dated.

Related Documents:

Documents and Records - Table of Contents	QDRMITOC
Document Creation, Revision and Approval Process	QDRMI01000

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

<File name and path>

T:\Microbiology\New Manual\Live Manual\Quality Manual\Documents and Records\Format for documents and records QDRMI01003.doc