CHECKLIST 6. EVALUATION OF THE QUALITY MANAGEMENT SYSTEM

No.	Component	LC	Example of result / type of evidence
6.1	Are objectives defined and standards set for the nuclear medicine service performance?		Check established objectives and standards
6.2	Are there systems for monitoring compliance with standards, with defined criteria of acceptability?		Check procedures and examples of the criteria used for acceptability
6.3	Does the service regularly perform self-assessments/audits?		Check audit records and reports / check audit procedures
6.4	Is there a system to assess satisfaction (patient, referring physician / third party)?		Check procedures for assessing satisfaction / check records
6.5	Is there a standard operating procedure (SOP) for handling non-compliance, including recording and correction/ prevention?		Check the SOP / check records / check the list of corrections / prevention plans
6.6	Is there a mechanism for monitoring data to ensure quality improvement?		Check procedures describing the mechanism to ensure quality improvements
6.7	Are formal quality monitoring and reviewing organized for all staff members?		Check monitoring and reviewing records
6.8	Are all goods and equipment purchased according to specifications set up by all involved parties?		Check the purchase procedure / review records
6.9	Are technical specifications used for acceptance testing of goods and equipment?		Check the procedure / observation on-site

CHECKLIST 6. EVALUATION OF THE QUALITY MANAGEMENT SYSTEM (cont.)

No.	Component	LC	Example of result / type of evidence
6.10	Is there a quality assurance programme, with regular calibration and inspection of all equipment (activity meter, β and γ counters and probes, radiation survey monitors, imaging equipment, aerosol delivery systems, etc.) in accordance with the Basic Safety Standards, national or international standards and regulations?		Observation on-site / check the procedure / check records
6.11	Does a formal managerial review of quality data exist?		Check records
6.12	Is there a procedure to ensure that any equipment or material that fails a quality test is not used unless specifically authorized by a designated member of staff?		Check records / check procedures
6.13	Are action levels and responsibilities defined to determine when equipment should be repaired, replaced or taken out of service?		Check procedures / check the organizational chart and job descriptions
6.14	Are there plans for maintenance (preventive/corrective) and replacement for all major equipment?		Check procedures / check records
6.15	Does the service participate in external quality management, quality assurance / quality control (QM, QA/QC) programmes?		Check records related to external QM, QA, QC programmes / check audit reports

Note: LC: level of conformance (range 0–4). 0: absent or inappropriate; 1: planned or approximate; 2: partial conformance or partial implementation; 3: near full conformance or near full implementation; 4: full conformance or full implementation.