

**STANDARD FOR PRIVATE BLOOD BANK**

Name of Facility:

Address:

If comply tick (✓) Yes, if not tick (✗) No. Please add comment for any explanation.

PROVISION	ITEM	YES	NO	COMMENT
	<b>INFRASTRUCTURE &amp; EQUIPMENT</b>			
	<b>Location</b>			
R.50(1)	Free from undue noise ( <i>no disturbance to patients &amp; staff</i> )			
R.50(2)	Not exposed to excessive smoke, foul odours or dust			
R.51	Construction prevents entrance and harbourage of rodents and insects			
	<b>Signs and labels</b>			
R.60	Proper signage and labelling system			
S.108	Not to mislead the public on the type or nature of facilities or services			
	<b>Ramp</b>			
R.52(6)(a)	Size ≥1.1m wide			
R.52(6)(a)	Landing ≥1.8m wide			
R.52(6)(b)	Non skid surface			
R.52(6)(c)	Handrails ( <i>where necessary</i> )			
R.52(6)(d)	Guardrails ( <i>where necessary</i> )			
R.52(6)(e)	Slope not exceeding 1:16			
R.52(6)(f)	Comply with Fire Services Department			
	<b>Entrance and exit</b>			
R.59(1)	Main entrance adjacent to lobby with minimum disturbance			
R.59(2)	Entrance designed for wheelchairs and stretchers			
R.59(3),(5)	Separate service entrance ( <i>close to storage room/area, elevators</i> )			
R.59(3)	Separate patients and visitors entrance			

PROVISION	ITEM	YES	NO	COMMENT
	<b>Door</b>			
R.54(1)	Size $\geq 1.2\text{m}$ wide ( <i>for patient care</i> )			
R.54(2)	Patients' toilet and bathroom door $\geq 0.9\text{m}$ wide, not swing in, neither to corridor			
R.54(3)	Adequate size for large carts or bulk goods to pass through ( <i>for entrance, store etc</i> )			
R.54(4)	All 2 way swing doors shall have vision panel			
R.54(5)	Clearance at the bottom of exterior door $\leq 0.6\text{cm}$			
R.54(6)	All doors except closet doors shall not swing into the corridors			
R.284(5)	All door should be kept closed when not in use			
R.282 (I)	Adequate area for hanging laboratory coats near the entrance or exit door			
R.78	<b>Area for stretchers and wheelchairs</b>			
	<b>Stairway</b>			
R.52(5)(a)	Size $\geq 1.1\text{m}$ wide			
R.52(5)(a)	Landing $\geq 1.8\text{m}$ wide			
R.52(5)(b)	Non-skid surface			
R.52(5)(c)	Handrails ( <i>both sides</i> )			
R.52(5)(d)	Guardrails ( <i>where necessary</i> )			
R.52(5)(e)	Comply with Fire Services Department			
R.56(2)	No carpet			
	<b>Elevator (Lift)</b>			
R.52(3)(a)	Clear opening $\geq 1.2\text{m}$			
R.52(3)(a)	Size $\geq 1.5\text{m} \times 2.1\text{m}$			
R.52(3)(a)	Capacity $\geq 1,500\text{ kg}$			
R.52(4)	DOSH certification (CF)			
R.52(2)(b)	$\geq 2$ elevators ( <i>if <math>\geq 60</math> chairs/beds on other than ground floor</i> )			
R.52(2)(c)	$\geq 3$ elevators ( <i>if <math>\geq 200</math> chairs/beds on other than ground floor</i> )			
R.122(2)	Kept in good repair and operating condition			

PROVISION	ITEM	YES	NO	COMMENT
	<b>Corridor</b>			
R.53(1)	Size $\geq$ 2.1m wide ( <i>exceptions may be permitted for corridor limited to foot traffic in a single department</i> )			
R.53(2)	Handrails ( <i>compulsory for patients with physical disabilities</i> )			
R.64(1)	No bed/chairs shall be placed in corridors			
R.284(2)	Provided for acceptable movement of materials and personnel with minimal traffic and for relevant activities to be carried out			
	<b>Floor and wall</b>			
R.56(1), 57(1)	Easy to wash and clean & non skid for floor			
R.56(1), 57(1)	Non-toxic ( <i>safe</i> )			
	<b>Ceiling</b>			
R.58(1)(a)	Height for air-conditioned room $\geq$ 2.4m			
R.58(1)(b)	Height for non air-conditioned room $\geq$ 3.0m			
R.58(4)	Non- toxic ( <i>safe</i> )			
	<b>Window and ventilation</b>			
R.55(1)	Window in all patient/donor rooms			
R.89(1), 288(1)	All rooms and areas adequately ventilated by windows, ducts or mechanical means			
R.89(2)	Adequate ventilation system to provide 10 AC/hour without recirculation in rooms/areas with excessive heat, moisture, odours & contaminants originate			
R.89(3)	Microbiology work rooms or areas shall not have any recirculation of air and shall be air-conditioned			
R.89(4)	Fresh air supply intakes away from any source of contaminants or odours			
R.89(5)	Air discharge exhaust located to avoid cross circulation to air supply intakes or windows			
R.89(6)	Ventilation system to avoid contaminated air flow to patient, food preparation, clean or sterile areas			
R.89(7), 288(3)	Air from rooms/areas likely to contain infectious micro-organisms or noxious gas shall be exhausted and not re-circulated through the normal air-conditioning system			
R.89(8), 288(2)	The ventilation system shall be capable of removing toxic and noxious fumes and provide adequate fresh air to the laboratory			
R.288(4)	Adequate temperature and humidity controlled within reasonable limits			
	<b>Electrical supply</b>			
R.83	Appropriate and grounding type of electrical sockets			

PROVISION	ITEM	YES	NO	COMMENT
R.84(1), 286	Adequate number of suitable power points			
R.84(3)	No adaptors, extension cords or junction boxes			
R.85	Adequate lighting fixtures for illumination in all areas			
R. 285	Adequate glare-free lighting			
R.86	Circuit-breakers in all critical areas and located in or adjacent to the areas			
R.87(1)	Emergency power supply for the essential systems, equipment, rooms or areas ( <i>call system, alarm system, critical areas, etc</i> )			
R.87(1)&(2)	Emergency power supply for the illumination ( <i>exit signs, nurses' station, corridor etc</i> )			
R.87(6)	On site fuel storage to sustain emergency electrical generating equipment operation for eight hours.			
R.122(2)	Emergency lights are kept in good repair and operating condition			
R.287(1)	Adequate and stable electrical source maintained for high precision equipment			
R.287(2)	Uninterrupted power supply for available plasmapheresis and apheresis			
	<b>Plumbing</b>			
R.81(1)	Designed & installed, to be easily cleaned & maintained			
R.81(4)	Installation to prevent the possibility of cross connection between safe and unsafe water supplies or back siphonage			
	<b>Hand washing facilities</b>			
R. 68(1)	Soap, appliance and sanitary hand drying facilities			
R. 68(2)	All taps are patient-friendly			
R. 68(3)	Hands-free taps ( <i>for healthcare professional</i> )			
R. 290(1)	Adequate wash basin facilities for staff and persons seeking the services			
	<b>Water supply</b>			
R.82(1),(2), 289	Safe and sufficient water supply according to standards approved by relevant authority			
R.82(3)	Water tank with material approved by relevant authority and properly maintained			
R.289	Adequate in volume and pressure for all purposes including fire fighting			
	<b>Refuse &amp; hazardous waste</b>			
R.91(1)	Kept in impervious, non-absorbent with close and tight-fitting lids & easily wash containers			
R.91(4)	Sufficient number of sound watertight containers with tight fitting lid			

PROVISION	ITEM	YES	NO	COMMENT
R.92(1)	Separate handling of infectious and non-infectious waste at the point of generation			
R.92(2), 297	Proper disposal of infectious waste in designated containers			
R.92(3)	Handling of non infectious waste in accordance with good safety practice and related law			
R.92(4)	Handling all hazardous waste in accordance to relevant authority to protect persons and environment			
R.298	Appropriate disposal of refuse and waste			
R.282(h)	Store area for used blood bags, infected or contaminated blood bags and blood products ( <i>awaiting disposal</i> )			
	<b>Sewage and sewerage system</b>			
R.90	No exposed sewer line be located directly above working, storing or eating surfaces or areas or where medical or surgical supplies are prepared, processed or stored			
	<b>Available and displayed in a conspicuous area</b>			
S.23	A copy of Licence (for renewal of Licence)			
R. 11(1)	Organizational chart			
R.36	Duty roster			
R.296(12)	Code of safe conduct (for all personnel)			
R.24(1)(a),(2)	Policy statement on staff identification			
R.24(1)(c),(2)	Policy statement on valid consent-requirement & manner			
R.24(1)(d),(2)	Policy statement for information on grievance procedure			
R.229(1)	Emergency call information (with contact number)			
	<b>Waiting area</b>			
R.282(e)	Separated waiting area from work area			
R.54(1)	Door size $\geq 1.2\text{m}$ wide ( <i>for patient care</i> )			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
	<b>Reception area/nurse station</b>			
R.282(d)	Separated reception area from work area to receive samples and donors			
R.73(5)	1 station : 36 patients/donors			
R.64(3)	Distance $\leq 24.4\text{m}$ from patients'/donors' rooms			
R.73(2)	Area for writing patients'/donors records & charts ( <i>at or nearby</i> )			
R.73(1)(a)	With a nurse call system from patients/donors			

PROVISION	ITEM	YES	NO	COMMENT
R.73(1)(b) & (c), R.120	Communication system available within & with other facilities in electronic system			
R.73(2)	Medication preparation room or area ( <i>at or nearby</i> )			
R.73(4)	Clinical hand washing facilities ( <i>at or nearby</i> )			
R.73(3)	Toilet with hand washing facility for staff ( <i>nearby</i> )			
R.122(2)	Call systems are kept in good repair and operating condition			
R.43	<b>Appropriate medical record system facilities</b>			
	<b>Medicine preparation room or area</b>			
R.74(1)(a)	Locked cabinet for dangerous drug			
R.74(1)(b)	Work space for preparation of medication			
R.74(1)(c)	Sink with hand washing facilities			
R.74(2)	Refrigerator with thermometer and exclusively for pharmaceutical storage			
R.74(3)	No test reagents, general disinfectants, cleaning agents and similar products in this room or area			
	<b>Examination and treatment room</b>			
R.54	Doors size $\geq 1.2\text{m}$ & not swing into the corridors			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
R.79(1)(a)	Dimension $\geq 3.0\text{m}$			
R.79(1)(a)	Area $\geq 11.1\text{m}^2$			
R.79(1)(b)(i)	Hand washing facility			
R.79(1)(b)(ii)	Examination light			
R.79(1)(b)(iii)	Storage for linen, supplies and equipment			
R.79(1)(b)(iv)	Examination & treatment couch			
R.79(1)(b)(v)	Screen or curtain for patient privacy			
R.79(2)(a),(b)	Located near nurses station or where patient care is provided or procedure is carried out			
R.49(3)(c)(v)	Contaminated equipment shall not be used for patients			
R.20	<b>Resuscitation facilities</b>			
8th Schedule (b)	Oxygen			
(c)	Ventilation assistance equipment (e.g. ambubag)			

PROVISION	ITEM	YES	NO	COMMENT
(d)	ECG monitoring with cardiac defibrillator			
(e)	Intravenous therapy			
(f)	Laryngoscope and endotracheal tubes			
(g)	Suction equipment			
(h)	Urinary catheters			
(i)	Drugs ( <i>Adrenaline, Atropine, Steroid, S.Bicarb</i> )			
R. 290(2)	First aid kits and eye wash facilities are readily available and conveniently located			
	<b>Bleeding area</b>			
R.282(f)	Separated bleeding area from work area			
R.54(1)	Door size $\geq 1.2\text{m}$ wide ( <i>for patient care</i> )			
R.282(a)	Sufficient space to perform activities and work with efficiency and safety			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
R.291(1)(a)	Consumables and equipment for blood collection comply with 10 <sup>th</sup> Schedule (Appendix 1)			
	<b>1. Consumables for blood collection</b>			
	(a) disposable lancet			
	(b) disinfectant dressing			
	(c) material and supplies for the determination of haemoglobin concentration			
	(d) blood collection plastic container including disposable needle			
	(e) test tube for sample collection			
	(f) label for blood containers, samples and records			
	(g) supplies for donor refreshment			
	(h) stationery and material for adequate documentation of blood donors and donations			
	(i) resuscitation drugs			
	<b>2. Equipment for blood collection</b>			
	(a) donor bed			
	(b) scale for weighing blood bag collected			
	(c) domestic scale for weighing donors			
	(d) miscellaneous equipment and surgical instrument, including scissors, forceps, sphygmomanometer, tourniquet, stethoscope, thermometer, glove, sharp instrument such as needle, syringe etc., container, hand			

PROVISION	ITEM	YES	NO	COMMENT
	sealer, tube stripper			
	(e) necessary equipment for donor refreshment			
	(f) resuscitation equipment or kit			
	<b>3. Equipment for plasma collection</b>			
	(a) plasmapheresis machine for collection of plasma from blood donors			
	(b) platelet-pheresis machine (apheresis) for collection of platelets direct from donors			
	(c) defibrillator for resuscitation of donors who collapse while attached to plasmapheresis/ apheresis machines			
R. 287(2)	UPS for plasmapheresis and apheresis			
R.284(2)	Space provided for acceptable movement of materials and personnel with minimal traffic and for relevant activities to be carried out			
	<b>Donor recovery area/nourishment station or pantry</b>			
R.282(f)	Separated donors recovery area from work area			
R.54(1)	Door size $\geq 1.2\text{m}$ wide ( <i>for patient care</i> )			
R.282(a)	Sufficient space to perform activities and work with efficiency and safety			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$ , if not $\geq 3.0\text{m}$ )			
R.80(1)	Sink with hand washing facilities			
R.80(1)	Serving equipment ( <i>between schedule meals</i> )			
R.80(1)	Refrigerator			
R.80(1)	Storage cabinet			
R.80(2)	Source and preparation of ice used for patient service or treatment shall be clean and hygienic			
	<b>Work/processing area</b>			
R.282(d),(f)	Separated from reception area, bleeding area and donors recovery area			
R.282(a)	Sufficient space to perform activities and work with efficiency and safety			
R.284(2)	Space provided for acceptable movement of materials and personnel with minimal traffic and for relevant activities to be carried out			
R.283(1)	Washable surfaces			
R.282(b)	Adequate work bench space for handling, processing, testing samples and placement equipment and reagents			
R.283(2)	Where corrosive materials are used - surfaces and floor of corrosive-resistant materials.			
R.283(3)	No wooden surface in processing areas			



PROVISION	ITEM	YES	NO	COMMENT
<b>R.291(1)(b)</b>	Consumables and equipment for blood bank laboratory work comply with 10 <sup>th</sup> Schedule (Appendix 2)			
	<b>1. Consumables for blood bank laboratory work</b>			
	(a) microtitre plate, test tube or tile and microscope slide			
	(b) reagent for blood grouping and compatibility testing			
	(c) test reagent and supplies for screening of transfusion transmissible infections			
	(d) disinfectant and detergent			
	(e) container for disposal of contaminated articles			
	(f) protective clothing and disposable glove			
	(g) timer			
	(h) squeeze bottle			
	<b>2. Equipment for blood bank laboratory work</b>			
	(a) bench centrifuge for separation of samples and serological testing			
	(b) analytical balance electronic			
	(c) microscope binocular or Maggie lamp			
	(d) 37 degree Celsius water bath			
	(e) refrigerator with temperature monitoring system			
	(f) emergency generator, mechanical or solar			
	(g) voltage stabiliser			
	(h) container and coolant (or ice) for transportation of blood products			
	(i) plastic holder to hold blood bag			
	(j) laboratory thermometer			
	(k) autoclave			
<b>R.291(1)(c)</b>	Consumables and equipment for component preparation comply with 10 <sup>th</sup> Schedule (Appendix 3)			
	<b>1. Consumables for component preparation</b>			
	(a) double/triple/quadruple bag or pedi bag			
	(b) transfer bag			
	<b>2. Equipment for component preparation</b>			
	(a) refrigerated centrifuge recommended for premises handling more than 1000 donors per year			
	(b) plasma extractor			

PROVISION	ITEM	YES	NO	COMMENT
	(c) hand sealer			
	(d) freezer (-40 degrees Celsius) with temperature monitoring system			
	<b>(e) recommended:</b>			
	(i) low temperature freezer (-35 degrees Celsius) for storage of cryoprecipitate, fresh frozen plasma (FFP) and plasma; and			
	(ii) ultra low temperature freezer (-70 degrees Celsius) for longer storage of blood components			
	(f) blast freezer for premises handling more than 1000 donors per year			
	(g) platelet agitator with or without incubator at 20 to 24 degrees Celsius			
	(h) docking instrument recommended			
R.287(1)	Adequate and stable electrical source for high precision equipment			
R.282(c)	Sink, water and electrical outlets located conveniently to the work area			
R.284(4)	Doors directly lead to the outside shall be sealed and used for emergency only			
	<b>Office space</b>			
R.282(k)	Separated office space from the work area			
	<b>Store area</b>			
R.282(i)	Storage facilities for documentation, data storage and data retrieval			
R.291(1)	Adequate and appropriate consumables and equipment			
R.282(g)	Adequate store room for supplies, consumables, equipment			
	<b>Clean utility room</b>			
R. 75(1)	At least one room per nurses' station			
R. 75(1)	A counter and space for the storage			
R. 75(2)	No hand washing sink			
R. 75(3)	Air-conditioned room			
R.115	Clean linen storage separate from laundry			
	<b>Soiled utility room</b>			
R.76	At least one room per nurses' station			
R.76	Work counter			
R.76	Waste receptacle			

PROVISION	ITEM	YES	NO	COMMENT
R.76	Soiled linen receptacle			
R.76	Washing equipment			
R.76	Clinical sink			
R. 81(2)	Double compartment sinks to clean utensil and equipment with adequate counter space on both sides and depth ( <i>according to its function</i> )			
	<b>Janitor's closet</b>			
R.77(1)(a)	Sink ( <i>preferably with a floor receptor with mixing taps</i> )			
R.77(1)(b)	Hook strip for mop handle			
R.77(1)(c)	Shelf for cleaning material			
R.77(1)(d)	Waste receptacle with impervious linear			
R.77(1)(e)	Hand washing facility			
R.77(2)	Adequate space for mop, bucket & cleaning equipment			
	<b>Housekeeping</b>			
R.93	Housekeeping services properly operated & maintained to provide a pleasant, safe and sanitary environment			
R.96	Availability & properly maintained equipment for cleaning			
R.98	Cleaning compound and hazardous substance are labelled and stored in safe places			
R.100	No dry dusting and sweeping			
	<b>Toilet and shower facilities</b>			
R.54(2)	Clear opening for donors' toilet door $\geq 0.9\text{m}$ & not swing inward, neither into corridor			
R.427	Separate toilets for male and female staff			
R.56(2)	No carpet			
R.69(3), 290	Toilet for healthcare professional and staff			
R. 290(1)	Adequate and conveniently located toilets, showers and washbasin facilities for persons seeking the services			
	<b>Staff facilities</b>			
R. 425	Commensurate with the type, scope and capability			
R. 426, 282(j)	Rest room or area with pantry (separate from work area)			
R. 428	Separate prayer room & ablution area for male & female			
R. 429	Library or resource centre for continuing healthcare professional education			

PROVISION	ITEM	YES	NO	COMMENT
	<b>Overall findings</b>			
S.16(1)(a)	Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates			
S.16(1)(b)	Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
R.122(2)	Sterilizers are kept in good repair and operating condition (if available)			
R.122(2)	Furnaces are kept in good repair and operating condition			
	<b>STANDARD &amp; REQUIREMENT (DOCUMENTATION)</b>			
	<b>Organization &amp; Management</b>			
S.2	Person responsible ( <i>for body corporate only</i> )			
S.2	Board of management ( <i>authority &amp; responsibility</i> )			
R.12, 278	<b>Person in charge</b> ( <i>Qualified, trained &amp; experienced</i> )			
R.278(1)	RMP with training and experience in blood bank and transfusion services			
R.278(2),(3)	In charge of one private blood bank or with DG approval if more			
S. 62 & R.300	<b>Transfusion committee</b> - to advise the licensee or PIC on matter relating to blood transfusion & assist in investigation blood transfusion reaction			
R.11(2)	Plan of organization in writing ( <i>specify the authority, responsibility and functions of each category of staff</i> )			
	<b>Personnel</b>			
R.281(1)	Under the supervision of a RMP with training and experience in blood bank or blood transfusion services			
R.281(2)	Categories and types of staff shall be in accordance with the scope and load of staff			
R.279	<b>Person allowed to collect blood from donor</b>			
	- RMP with training and experience			
	- AMO with training and under supervision			
	- SRN with training and under supervision			
	- * MLT with credentialing and under supervision			
R.280	<b>Person allowed to screen or process</b>			
	- RMP experience in blood bank and transfusion services			
	- Technical staff with qualification, training and 2 years of experience in blood bank and transfusion services			

PROVISION	ITEM	YES	NO	COMMENT
R.13(1)	All healthcare professional are registered with proper qualification, training & experience			
R.25(b)	Name and professional status of staff providing care or treatment			
S.2	Other allied health professional			
	<b>Policies and standard operating procedures</b>			
R.22, 292, 293, 296	Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel			
R.293	Standard Operating Procedures relating to collection, handling, transportation, storage of blood, blood products, blood samples and blood transfusion			
R.292(2)	Standard Operating Procedures Manual for all tests and technical procedures			
R.296(3)	Guidelines on blood bank or blood transfusion laboratory safety (to personnel and environment)			
R.296(10)	Standard Operating Procedures on all safety activities of the blood bank and blood transfusion services and blood donation programme			
R.299	Criteria and standard for blood donor recruitment, selection and care (refer Code Of Ethics for blood donation and transfusion MOH)			
R.291(4)	Guidelines for the maintenance of laboratory equipments			
R.21(1)(k)	Policy on transportation of laboratory specimens			
R.21(1)(j)	Policy on supervision & training for housekeeping staff			
R.21(1)(h)	Policy on general maintenance			
R.93,95-97	Organised housekeeping services planned ( <i>cleaning method, germicide selection and cleaning equipment maintenance</i> )			
R.21(1)(a),49	Policy on infection control			
R.21(1)(d)	Policy on Incident reporting			
S.36,R.38 – 41	Updated policy and procedure on grievance mechanism			
R.(2)(a)&(b)	Written policy available to all staff & review every 5 years			
	<b>Clinical practice guidelines</b>			
R.22(1),(2)	In accordance to the facilities and services provided			
R.49(6)	Infection control directives or guidelines			
	<b>Records, registers, returns and books</b>			
R.34	Staff register			
R.13(3)	Temporary register for RMP with current APC			
R.291(4)	Records of calibration, repairs and maintenance of laboratory equipments			

PROVISION	ITEM	YES	NO	COMMENT
R.292(4)	Record on quality assessment tests for all the tests and technical procedures			
R.294	Records on blood donors including the name, address blood-group with Rh factor type, date, amount of blood taken and result of blood screening tests.			
R.296(6)	Record on all personnel are vaccinated and immunised against hepatitis and other diseases as deemed necessary by DG*			
R.296(7)	Health cards of all personnel (laboratory accidents, episodes of illness and immunisation status)			
R.299(5)	Adequate record systems for regular and safe donors			
R.19(1)	Record on incident reporting & 6 monthly statistical return			
R.87(7)	Record of test on electrical generating system ( $\geq 30$ min/weekly) and monthly test under load condition			
	<b>Program and activities on quality</b>			
S.74(1),(2)	Information on quality programme and activities			
R.295	Quality assurance activities			
R.127(3)	Periodically evaluate of the adequacy in term of patient, nursing and personal care needs ( <i>with head of nursing</i> )			
R.127(2)	Continuous evaluation plan of nursing & personal care			
R.132(2)	Continuous evaluation plan of medical assistant care			
	<b>Overall findings</b>			
S.16(1)(c)	Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters			

<b>Comments:</b>	
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<b>Recommendation:</b>		
<b>Prepared by:</b>  <b>(Name &amp; Stamp)</b>		<b>Verified by:</b>  <b>(Name &amp; Stamp)</b>
<b>Date :</b>		<b>Date:</b>