



Annual Inspection Checklist for PC2 Laboratories

Certification based on AS/NZS2243.3:2010 (PC1/PC2 lab requirements)
& OGTR Guidelines for the certification of a PC2 laboratory v3.2

Facility name:	
Inspected by:	Date:
In the presence of:	OGTR Certificate number:

Obligations of the certification holder in respect to the users of the facility

		Yes	No	N/A	Observations, Evidence
Authorised persons	Facility access restricted to authorised persons				
	Evidence that Authorised persons are trained in the UNSW Gene Tech for Researchers (Behavioural Requirements described in Part C of the OGTR facility Certification guidelines v3.2) OR				
	Evidence that Authorised person (eg Honours student) is to be <i>directly supervised</i> by an appropriate Authorised person				
		Yes	No	N/A	Observations, Evidence
Signage	OGTR signage and biohazard signs are affixed to the outside of all access door/s (signs are on or near access door/s and able to be clearly seen by persons entering facility)				
Facility	Remains fully enclosed space bounded by walls, doors, windows, floors and ceilings AND windows and doors remain closed while work is being carried out and locked when unattended.				
Surfaces (incl.	Smooth, impermeable to water, cleanable and resistant to damage				

<i>Furnishings</i>)	by any cleaning agents used (include walls, floors, benches, seating, equipment) AND accessible for decontamination.				
PPE	Is appropriate PPE available and worn by personnel working in the facility? This includes gloves, and protective clothing that protects the front part of the body and forearms				
	Is there provision for the storage of PPE? (eg eye protection disposable gloves, P2 masks, coat hooks for gowns)				
Decontamination of hands	Hands free wash basin fitted and/or other means of decontamination of hands (eg: dispensers containing decontaminant solution)				
	Where present, hand decontaminant solution is within expiry date and labelled with the name of the contents				
Eyewash	Equipment provided and maintained (either plumbed eyewash tested weekly, or single-use packs within use-by date)				
Aerosol containment	Are there any proposed dealings with genetically modified micro-organisms that could produce aerosols?				
	If yes - BSC installed (Class I or Class II BSC must be installed in accordance with the requirements of AS 2252.4) AND				
	BSC inspected and tested at least once within last 12 months and has passed. Certificate of test results and date of next test affixed to cabinet in a prominent position (list company name & exp date) Note: it is recommended that facility changes the testing service providers every 2-3 years.				
Decontamination and disposal of GMOs	Disinfectants: A supply is available that is suitable for use against each of the GMOs dealt with in the facility AND is properly labelled & within expiry date where applicable.				
	Waste disposal: Please provide a documented procedure for the				

	transportation and handling of waste from the facility, including the decontamination of the outer surface of the waste container.				
	Sharps disposal: is there any use of sharps? Are sharps disposal containers available?				
	Autoclave: Documentation showing annual calibration, annual boiler inspection and monthly validation.				
Backflow prevention	Is there any equipment or tubing connected to the water service (directly or indirectly) that may lead to the contamination of the portable water with GMOs.				
	If yes - a backflow risk assessment has been documented AND backflow prevention measures have been implemented (in accordance with the requirements of AS/NZS 3500.1)				
Labelling & Storage	All cultures of GMOs must be clearly labelled AND stored in sealed, unbreakable primary containers to enable appropriate work separation.				
	Storage devices are clearly labelled with biohazard signs eg: incubators, fridges, freezers (to enhance control of GMOs within facility) AND the name and contact details of the GMOs owner.				
	All cultures of GMOs stored outside the facility must be double-contained (the secondary container must be unbreakable) AND a supply of decontamination agent effective against the GMOs readily available				
	Storage units for all cultures of GMOs stored outside the facility are posted with the biohazard symbol and are kept locked when not being accessed, unless access is being otherwise restricted or controlled.				
	For storage outside the facility, procedures must be in place to ensure that all GMOs stored can be accounted for.				

Spills	Appropriate spill kits (chemical/biological) are available and accompanied with procedures.				
Pests	Documented control strategy in place.				
Feedback from facility <i>Any concerns from facility personnel regarding compliance to certification conditions: training, user behaviour, inspection, etc.</i>					

Other notes or comments: