



Laboratory Accreditation Programs Deficiency Response Signature Form

Deficiency Response Instructions

1. Responses are due in the CAP central office within 30 days from the date of your on-site inspection.
2. All phase I deficiencies require a written response.
3. All phase II deficiencies require a response with supporting documentation.
4. Recommendations and deficiencies corrected on-site do not require a response.
5. Please duplicate the response sheet provided; make one copy for each deficiency listed.

Helpful Hints

1. Arrange responses in numerical order; do not mix section units.
2. Place the checklist item number on all responses and documentation.
3. Highlight pertinent information in your documentation.

Complete the information below

Laboratory Director	
Institution	
LAP Number	AU-ID

Sign and Date

<i>I have reviewed and approved the responses to the deficiencies cited at our on-site inspection.</i>	
Laboratory Director Signature (MD, DO, Ph.D.)	Date

Return this completed form with your response to the CAP office.