



Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder
It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.

Information Security Classification: Open Confidential Sensitive Secret

Sleep Laboratory Services Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
2	Registration and licensure procedures				
2.5.3.	Install and operate equipment required for provision of the proposed services in accordance with manufacturer specifications.				
2.5.4.	Develop policy and procedure documents for the following:				
2.5.4.1.	Informed consent				
2.5.4.2.	Infection control measures				
2.5.4.3.	Patient health record				
2.5.4.4.	Incident reporting				
2.5.4.5.	Patient acceptance criteria				
2.5.4.6.	Patient privacy				
2.5.4.7.	Patient own medication				
2.5.5.	The facility shall maintain treatment protocols for:				
2.5.5.1.	Comprehensive polysomnography (PSG)				
2.5.5.2.	Multiple sleep latency test (MSLT)				
2.5.5.3.	Maintenance of wakefulness test (MWT)				
2.5.5.4.	Titration of continuous positive airway pressure (CPAP) therapy				
2.5.5.5.	Esophageal pressure monitoring, Actigraphy, end tidal CO ₂ monitoring and transcutaneous CO ₂ monitoring (if applicable).				
2.5.6.	Emergency plans for the following:				
2.5.6.1.	Cardiac emergencies				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Sleep Laboratory Services / Final	CP_9.6.01_F31	1	Nov 14, 2022	Nov 14, 2025	1/3



2.5.6.2.	Neurologic emergencies, particularly seizures				
2.5.6.3.	Psychiatric emergencies, particularly suicidal ideation				
2.5.6.4.	Environmental emergencies including fire, weather, belligerent patients etc.				
3	General design considerations				
3.1.	Patient preparation room				
3.1.1.	Preparation of patient could be done in the sleep therapy room, but ideally, it should be done in a separate room with adequate ventilation and storage space for supplies.				
3.1.2.	Provide a sink to clean and disinfect electrodes and other monitors.				
3.2.	Sleep therapy room				
3.2.1.	The size of the sleep therapy room shall be not less than nine (9) square meters to accommodate emergency personnel access with a minimum of 0.60 meters of available clear space on three (3) sides of the bed.				
3.2.2.	All sleep therapy rooms shall be single occupancy, private and comfortable.				
3.2.3.	The floor to ceiling walls shall be made of hard material.				
3.2.4.	Provide a privacy door for every sleep therapy room that opens inwards and directly to a corridor or common use area such that the patient can access the sleep therapy room without passing through other sleep therapy rooms.				
3.2.5.	The sleep therapy rooms shall be in a quiet area and low traffic section of the health facility.				
3.2.6.	The room should be preferably sunlight free to create a time free environment.				
3.2.7.	The sleep therapy rooms shall not have any obstructions in delivering emergency care.				
3.2.8.	The sleep therapy room shall have a bed with a mattress not smaller than a standard hospital bed.				
3.2.9.	The sleep therapy rooms shall have easy access to toilets. The ratio of sleep therapy rooms to toilets shall be 1:1.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Sleep Laboratory Services / Final	CP_9.6.01_F31	1	Nov 14, 2022	Nov 14, 2025	2/3



3.2.10.	In case the health facility provides treatment for handicapped patients, it shall have a sleep therapy room and toilet to accommodate these patients.				
3.2.11.	Each sleep therapy room shall have a mechanism for visual monitoring and video recording of patients during sleep therapy. Time delayed photographs shall not be acceptable as a mechanism for visual monitoring.				
3.2.12.	The health facility shall maintain equipment for delivery of positive airway pressure (PAP) therapy for sleep apnea, which is controlled by a remote control.				
3.3.	Control room				
3.3.1.	The dimension of the control room shall not be less than 3.7 square meters.				
3.3.2.	It shall be located away from traffic area, to protect the privacy of patients during the test.				
3.3.3.	There shall be a two-way communication system between the sleep therapy room and the control room.				
3.3.4.	The control room shall host the polygraphic equipment capable of recording and storing physiological parameters using sensors and recommended or alternative derivations.				
6	Patient care and safety				
6.5.	The sleep laboratory shall be equipped with emergency equipment like emergency cart with defibrillator or Automated Electronic Defibrillator (AED).				
6.8.	Provide hand rub stations at convenient locations throughout the sleep laboratory.				
6.10.	The facility shall maintain fire extinguishers. There shall be trained staff to respond to fire events. Orientation on the fire safety measures should be included in new staff induction program.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Sleep Laboratory Services / Final	CP_9.6.01_F31	1	Nov 14, 2022	Nov 14, 2025	3/3