		setting wouldn't usually be subject to change by anyone.
Specification levels	This could be the level at which the organisation is allowed to work, for example the danger levels of microorganisms in use.	Accessed by all staff, Updated by senior management.
Stock records	To compare prices for materials or equipment the laboratory has bought. This is so they do not over or under order.	Updated by staff.
Work schedules	So that the employers and the staff know what time they have to come to work. So the employer knows how long they are working, so they know how much they must get paid.	The senior management. It would be distributed to staff by the secretary.
Servicing dates and contracts	To ensure that the equipment is working properly. So they know when the next time they need to service their equipment. It is by law that the equipment must be serviced frequently.	Stored by the manager.
Laboratory test data	To compare previous experimental results with a new set of data.	Accessible by all staff.
Specimen records	This contains data on all of the specimens that are being held within the lab. The following information would be included, what the specimen is, when it entered the lab, what is to be done with it, who last used it, where it is being stored.	Entered by staff. Updated by someone who worked with the specimen.
Test records	So that they know when they have carried out their experiments. So that they know how up-to-date their research is.	Recorded by the person who carried it out. Accessible by al staff.
Calibration records	To know when their equipment has been calibrated. This is to ensure that their results are accurate.	Entered by the person who carried out the calibration.
Validation data	To ensure that a program operates on clean, correct and useful data.	Entered by the person who made the software.
Standard operating procedures	To gain accurate information about a particular method, perhaps with a view to using it again or modifying it.	Written by staff in the lab.