



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

Medical Laboratory Sciences Professional Registration Unit, documents Arrangement

*Pursuant to the Medical Laboratory Technicians and Technologists Act,
CAP 253A Laws of Kenya.*

KMLTTB QUALITY ASSURANCE SERVICES

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD <i>Make Testing a Safe Reality</i>	Medical Laboratory Sciences Professional Registration Unit, documents Arrangement		DOCUMENT CONTROL
	OWNER THE FORM	REGISTRAR	Serial: KMLTTB/REG/UNIT/FILE/01 Revision No. 002 Revision Date: 31 ST , DECEMBER, 2025



The Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) is a statutory body mandated to oversee the training of Medical laboratory Professionals (Technicians, Technologists, Scientists and officers) among other mandate.

The Medical laboratory technicians and technologist Act, CAP 253A laws of Kenya gives the Board the responsibility of ensuring that all medical laboratory sciences training

Professionals meet the desired standards necessary for the delivery of quality medical laboratory services. These standards shall ensure the development of a robust medical laboratory sciences necessary to meet national and international health obligations that include but not limited to sustainable development goals, universal health coverage, quality healthcare and patient safety.

Medical Laboratory Sciences Professional Registration Unit, documents shall be arranged in a logical sequence that supports efficient processing, verification, audit, retrieval, and regulatory decision-making. The arrangement should comply with good records management principles and the requirements of KMLTTB.

File Arrangement

Section A: File Cover and Control Documents

Place these documents at the beginning of every registration file.

1. File Index (Table of Contents)
2. File Movement Register
3. Document Checklist
4. File Notes and Comments Sheet
5. Correspondence Register
6. Document Control Sheet

Section B: Applicant Information

Arrange in the following order:

1. Registration Application Form
2. National Identification Card/Passport
3. Passport-size Photograph(s)
4. Curriculum Vitae



5. Contact Information Form

Section C: Academic Qualifications

Arrange chronologically from the earliest to the latest qualification.

1. KCSE/Equivalent Certificate.
2. Diploma Certificate
3. Degree Certificate.
4. Academic Transcripts
5. Practical Completion Report
6. Letter of Completion
7. Foreign Qualification Recognition/Equivalence (where applicable)

Section D: Practical rotation Documentation

1. Practical rotation Placement Letter
2. Practical rotation Logbook
3. Practical rotation Completion Report
4. Supervisor's Assessment
5. Practical rotation Completion Report

Section E: Registration Examination Records

1. Examination Application
2. Examination Admission Letter
3. Examination Attendance Record
4. Examination Results
5. Re-sit Approval (if applicable)
6. Examination Incident Reports (if any)
7. Appeals and Decisions

Section F: Professional Registration

1. Quality Assurance Recommendation
2. Board Approval
3. Registration Number Allocation
4. Registration Certificate Copy
5. Gazette Notice / Website Hoisting



Section G: Annual Licensing

Arrange from the oldest licence to the newest.

1. Licence Application
2. Payment Receipt
3. Licence Approval
4. Annual Practising Licence Copies
5. Licence Renewal Correspondence

Section H: Continuing Professional Development (CPD)

1. CPD Portfolio Checklist
2. CPD Certificates
3. CPD Assessment Reports
4. Portfolio Verification Reports
5. CPD Compliance Correspondence

Section I: Compliance and Inspection

1. Inspection Reports
2. Compliance Notices
3. Corrective Action Reports
4. Follow-up Reports

Section J: Complaints and Disciplinary Matters

Maintain confidentiality.

1. Complaint
2. Investigation Report
3. Candidate Response
4. Disciplinary Committee Minutes
5. Decision
6. Appeal Documents
7. Final Determination



Section K: Correspondence

Arrange chronologically.

1. Incoming letters
2. Outgoing letters
3. Emails (printed where necessary)
4. Internal memos
5. Circulars affecting the applicant

Section L: Financial Documents

1. Payment Receipts
2. Bank Deposit Slips
3. Invoices
4. Fee Waivers (if applicable)
5. Refund Documents

Section M: Miscellaneous

Include documents that do not fit elsewhere, such as:

1. Affidavits
2. Name change documents
3. Court orders
4. Special Board approvals

Recommended Filing Order (Top to Bottom)

Order Section

- 1 File Cover & Index
- 2 Application Documents
- 3 Academic Qualifications
- 4 Internship Records
- 5 Examination Records
- 6 Registration Approval
- 7 Annual Licenses

Page 5 of 7 **Medical Laboratory Sciences Professional Registration Unit, documents Arrangement**



Order Section

- 8 CPD Portfolio
- 9 Compliance & Inspection
- 10 Complaints/Discipline
- 11 Correspondence
- 12 Financial Records
- 13 Miscellaneous

Chronological Filing Rule

Within each section:

1. File documents in chronological order (oldest to newest) or reverse chronological order (newest on top), but use **one method consistently throughout the registry**.
2. Attach the newest action or correspondence to the front if the file is frequently accessed for ongoing regulatory activities, as this facilitates rapid review.

COLOUR CODING (RECOMMENDED)		
	File Type	Colour
A.	Professional Registration	White
B.	Laboratory registration	Light Blue
C.	Annual Licensure	Green
D.	CPD Portfolio	Pink
E.	Examination Records	Yellow
F.	Complains and Discipline	Red
G.	Appeals	Purple
H.	Foreign Qualifications	Orange
I.	Validation of In Vitro diagnostics	Navy Blue



Document Numbering

Assign each document a sequential reference number for traceability.

Doc. No.	Document
KMLTTB/APL/01	Application Form
KMLTTB/A1	National ID
KMLTTB/A2	Passport Photo
KMLTTB/B1	Diploma MLS
KMLTTB/B2	BSc MLS Degree
KMLTTB/B3	Academic Transcript
KMLTTB/PRAC/RT/01	Practical rotation completion form
KMLTTB/D1	KMLTTB Registration Examination Result Slip
KMLTTB/CERT/E1	Registration Certificate
KMLTTB/ANNUAL/CERT/F1	Annual Licence
KMLTTB/CPD/P/G1	CPD Portfolio
KMLTTB/INSP/H1	Inspection Report

.....THE END.....

