



# Worksheet (form)

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## Laboratory Audit Action Log

Laboratory: \_\_\_\_\_ Section: \_\_\_\_\_ *Actions need to be 'SMART' actions – see capitalisation in header for items.*

Date of audit	Origin of action*	Action required (SPECIFIC, MEASURABLE and REALISTIC)	TIMEBOUND - when is the action to be completed?	AGREED - who is responsible?	Date tabled at staff meeting (N/A if not required)	Date completed	If action incomplete at 3 months, indicate reason	Management review (sign/date)

Amendment: Nil

\* Origin of action: B= Biosafety audit, E =External audit, I =Internal audit, N =Non-conformance report