



Internal Audit [template]

Document # [insert] Author: [name] Authorised: S Mabone dd/mm/yy Review: dd/mm/yy

[Audit Name here]

Laboratory: _____ Section (if applicable) _____

Audit date: _____ Auditor name _____

Person(s) consulted: _____

Policy references for this audit: *[include LQM Section, any relevant SOP or Information sheet*

For all national resources, including LQMS Information sheets, refer to <https://path-png.org> .

Audit items *[can be presented as a checklist*

1. Question 1 *[specify*

1.1 [sub question

1.2 [

1.3 [

Comments:

2. Question 2 *[specify*

2.1 [sub question

2.2 [

2.3 [

Comments:

3. Staff knowledge and awareness of *[this topic/requirement*

3.1 Have all staff *[read the relevant material ; provide if required*

3.2 Has the Quality Officer completed WHO Training related to this topic? *[provide access if required*

3.3 *[other subquestion*

Comments:

Action(s) required:

Actions to be prioritised	Who is responsible for taking action?	Date to be completed
1		
2		
3		
4		
5		
Section/Lab manager reviews actions and endorses/amends as required		Sign/date
Auditor endorses final actions and enters same onto the Lab/Section Action Log sheet (which is subject to regular management review)		Sign/date
Quality Officer/Lab Manager consults Action Log reviews to confirm all actions completed (unless unresolvable) at 3 months		Sign/date
Section/Lab manager closes off the audit after actions resolved		Sign/date

Changes to the last authorized version:

Version	Date	Amendments