


National Tuberculosis Reference Laboratory

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1. Audit plan

Planning internal audits of the National Tuberculosis Reference Laboratory, year: 2013

Month	Component to be audited	Auditor(s)	Date of final report	Date of drafting of action plan
May	Preparation of media section Washing/sterilization section Culture section Quality manual chapter Facilities and Safety	G. Lieu K. Bimuo		
June	Microscopy section LIMS Quality manual chapter Information management Quality manual chapter Document control	K. Caliva K. Bimuo		
September	Molecular testing section Quality manual chapter Purchasing & inventory Quality manual chapter Equipment	G. Lieu K. Bimuo		
November	Quality manual chapter Process management Biosafety system	K. Caliva K. Bimuo External biosafety expert		
December	<u>System audit:</u> Quality manual chapter Organization Quality manual chapter Personnel Quality manual chapter Customer focus Quality manual chapter Assessment Quality manual chapter Nonconformity management Quality manual chapter Continual Improvement	G. Lieu K. Caliva K. Bimuo		

The laboratory components to be audited are:

- Preparation of media section
- Washing/sterilization section
- Culture section
- Microscopy section
- Molecular testing section
- Laboratory information management system
- Quality management system (incl. all Quality Manual chapters)
- Biosafety System

The tests performed at the National Tuberculosis Reference Laboratory are:

- [Name of test 1]
- [Name of test 2]
- [Name of test 3]
- [Name of test 4]
- [Name of test 5]
- [Name of test 6]
- [Name of test 7]
- [Name of test 8]

Date discussion of audit plan:

Date and initials for agreement of laboratory supervisor:

Date and initials for agreement of laboratory manager: