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1. Audit plan

Planning internal audits of the National Public Health 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 Typing 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 Clinical chemistry section Quality manual chapter Purchasing & inventory Quality manual chapter Equipment	G. Lieu K. Bimuo		
November	Serology section Quality manual chapter Process management Biosafety system	K. Caliva K. Bimuo External biosafety expert		
December	System audit: 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
- Typing section
- Microscopy section
- Molecular testing section
- Serology section
- Clinical chemistry section
- Laboratory information management system
- Quality management system (incl. all Quality Manual chapters)
- Biosafety System

The tests performed at the National Public Health Laboratory are:

- Culture
- Typing
- Microscopy
- Molecular testing
- Serology
- Clinical chemistry

Date discussion of audit plan:

Date and initials for agreement of laboratory supervisor:

Date and initials for agreement of laboratory manager: