# 1. Audit plan

Planning internal audits of the [*insert name of the laboratory*], year: [*insert name to which this plan applies*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | Component to be audited | Auditor(s) | Date of final report | Date of drafting of action plan |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **The laboratory components to be audited are:** | **The tests performed at the National Public Health Laboratory are:**  |
| * [*list all components that need to be audited each year*]
 | * [*list all the tests performed at the laboratory*]
 |

Date discussion of audit plan: ……………………

Date and initials for agreement of laboratory supervisor: ……………………

Date and initials for agreement of laboratory manager: ……………………