**Handout 1: Document Control Audit Plan 4-47**

IA No. 2016 -IA 3

**INTERNAL AUDIT PLAN**

**Audit Objectives:**

The purpose of this audit is to verify that document control processes are being implemented throughout the laboratory.

**Audit Criteria:**

ISO 15189:2012 SLIPTA Checklist, v2 Quality Manual, v6

**Audit Scope:**

The scope of this audit addresses all areas covered by this QMS, including point-of-Care (POC) testing in the emergency department. The satellite clinic laboratory in Macungie is excluded from the scope of this audit.

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| **Date(s) of the Audit** | August 13, 2016 |
| **Team Leader** | Phlebotomy Supervisor |
| **Auditors** |  |
| DAY ONE: 13-8-2016 |
| Time | Lead: Phlebotomy Supervisor |
| 08:00 |  |
| 09:00 |  |
| 10:00 | *10:00 – 10:10 Opening meeting, led by team leader* |
| Control of Documents |
| 11:00 |
| 12:00 |
| 13:00 | lunch |
| 14:00 | Control of Documents – emergency department |
| 15:00 | Prepare Report |
| 16:00 | Closing Meeting |
| 17:00 |  |
| Resources Required | Access to warehouse near maintenance department |
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