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Electro Diagnostics Unit

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Title : Internal Audit							
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Training Requirements				A	B	C	D
✓							
A = New procedure requiring documented assessment of competence							
B = Modified procedure requiring documented reassessment of competence							
C = Familiarity with new procedure required (no assessment of competence necessary)							
D = Familiarity with changes required (no assessment of competence necessary)							
	Signature	Name (print)	Date				
Prepared by							
Reviewed and approved by							

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1. **PURPOSE**

This SOP describes the internal audit procedures undertaken to determine compliance of the Electrodiagnostics Unit with the requirements of the Care Quality Commission and the Unit's own Quality Systems Manual.

2. **SCOPE**

2.1 Internal inspections take place on a regular basis with defined areas of activity having at least an annual inspection as described in the audit plan forming part of this SOP.

2.2 Inspections will be conducted by the School of Life Sciences Quality Officer and are not limited to the formal auditing plan but may be carried out as deemed appropriate by the Quality Officer.

2.3 All EDU records for housekeeping, training, equipment logs, SOP manuals and archives, are included in facility inspections.

3. **RESPONSIBILITIES**

3.1 Facility inspections are undertaken by the School of Life sciences Quality Officer. Results of inspections are reported back (as appropriate) to the EDU Manager and Dean of the school of Life Sciences.

3.2 The EDU Manager is responsible for ensuring that all requested documentation is provided to the Quality Officer.

4. **RELATED DOCUMENTS**

4.1. Care Quality Commission: Essential Standards of Quality and Safety (2010)

5. **PROCEDURE**

5.1. The Quality Officer will determine which documents, records or procedures are to be inspected.

5.2. A record of the areas and documents inspected will be recorded and retained in the EDU Audit files

5.3. All audit outcomes requiring corrective action will be notified to the EDU Manager and any actions taken documented in the audit files.

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APPENDIX 1

Month	Area
January	Personnel
February	
March	Facilities and Equipment
April	
May	
June	
July	
August	Service User Records
September	
October	Quality Management Systems
November	
December	