

INTERNAL AUDIT FORM**Electrodiagnostics Unit (EDU) Internal Audit checklist**

<b>Date:</b>
<b>Auditor:</b>
<b>Signature of Auditor</b>

<b>Section 1</b>	<b>Quality Management Systems</b>	<b>Yes / No</b>
<b>1</b>	<b>Is there a current organisation chart available?</b>	
<b>2</b>	<b>Are SOPs available for all routine procedures?</b>	
<b>3</b>	<b>Are approved and current versions of SOPs in use?</b>	
<b>4</b>	<b>Are procedures in place for managing SOPs (filing, distribution, and version control)?</b>	
<b>5</b>	<b>Do procedures exist to ensure that staff are aware of changes to SOPs?</b>	
<b>6</b>	<b>Is there an SOP Index</b>	
<b>7</b>	<b>Is SOP review documented</b>	

**Comments:**

<b>Section 2</b>	<b>Personnel Management systems</b>	<b>Yes / No</b>
<b>1</b>	<b>Are there training records, job descriptions and curricula vitae for all staff?</b>	
<b>2</b>	<b>Is there a procedure on the training of staff?</b>	
<b>3</b>	<b>Is there evidence of regular review and update of these records?</b>	
<b>4</b>	<b>Is there a policy on health and safety issues?</b>	

**Comments:**

<b>Section 3</b>	<b>Facilities</b>	<b>Yes / No</b>
<b>1</b>	<b>Are service user reception and examination areas maintained in</b>	

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	a clean and organised manner?	
<b>2</b>	<b>Has sufficient space been allocated?</b>	
<b>3</b>	<b>Is a current floor plan available?</b>	
<b>4</b>	<b>Is there a clear definition of standards required for each area?</b>	
<b>5</b>	<b>Are facilities properly cleaned and in a good state of repair?</b>	
<b>Comments:</b>		
<b>Section 4</b>	<b>Equipment</b>	<b>Yeas / No</b>
<b>1</b>	<b>Is equipment clean?</b>	
<b>2</b>	<b>Are there designated persons responsible for equipment?</b>	
<b>3</b>	<b>Are maintenance logs kept for diagnostic instrumentation?</b>	
<b>4</b>	<b>Do procedures existing for the routine and non-routine maintenance of equipment?</b>	
<b>5</b>	<b>Do procedures existing to ensure that equipment which is out of action is not used?</b>	
<b>6</b>	<b>Are service records readily available?</b>	
<b>7</b>	<b>Are manufacturer's maintenance manuals available?</b>	
<b>8</b>	<b>Where manuals are not available is there a SOP for the item of equipment?</b>	
<b>Comments:</b>		

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<b>Section 5</b>	<b>Records</b>	<b>Yes / No</b>
<b>1</b>	<b>Are consent form stored appropriately</b>	
<b>2</b>	<b>Are service user reports stored appropriately</b> <ul style="list-style-type: none"><li>• <b>Hard Copy</b></li><li>• <b>Electronic Copy</b></li></ul>	
<b>3</b>	<b>Do systems exist to record Adverse Events?</b>	
<b>4</b>	<b>Are systems in place to deal with service user complaints?</b>	
<b>5</b>	<b>Do records exist for improvement or corrective actions?</b>	
<b>Comments:</b>		

Reviewed by:

Electrodiagnostics Unit Manager

Date: