gapiii containment cERTIFICATION

SAMPLE AUDIT PLAN

Organization:

Audit start date:

Audit end date:

|  |  |
| --- | --- |
| Audit Team | Interviewee |
| Acronym | Role | Name | Acronym | Role | Name |
| TL | Team Leader |  | SM | Senior Management Representative |  |
| LA | Lead Auditor |  | PI | Principle Investigator/ Production Manager |  |
| A1 | Auditor 1 |  | SC | Safety Committee Chairman |  |
| A2 | Auditor 2 |  | HR | Human Resources Manager |  |
| TE1 | Technical expert 1 |  | SO | Security Officer |  |
| TE2 | Technical expert 2 |  | FO | Facility Officer |  |
| O | Observer |  | OH | Occupational Health Doctor/Nurse |  |
| T | Translator |  | BSO | Biosafety Officer |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Team 1** | **Interviewees** | **Team 1 members** | **Team 2** | **Interviewees** | **Team 2 members** |
| **Monday** |  |  |  |  |  |  |
| 0900 - 0930 | Opening meeting | Management and All Involved | All |  |  |  |
| 0930 - 1200 | Document review, orientation and site tour |  |  |  |  |  |
| Lunch |  |  |  |  |  |  |
| 1300 - 1600 | Biorisk Management System |  |  |  |  |  |
| 1630 - 1700 | Summary and review |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |
| 0900 - 1200 | Risk Assessment |  |  | Good Microbiological Techniques |  |  |
| Pathogen Inventory |  |  |
| Lunch |  |  |  |  |  |  |
| 1300 - 1430 | Disinfection, Decontamination and Sterilisation |  |  | Emergency Response and Contingency Plans |  |  |
| 1430 - 1600 | Clothing and PPE |  |  | Accident/Incident Investigation |  |  |
| 1630 - 1700 | Summary and review |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |
| 0900 - 1030 | Personnel and Competency |  |  | Transport Procedures |  |  |
| 1030 - 1200 | Healthcare |  |  | Security |  |  |
| Lunch |  |  |  |  |  |  |
| 1300 - 1430 | Equipment and Maintenance |  |  | Human Factors |  |  |
| 1430 - 1600 | Facility Physical Requirements |  |  | General Safety |  |  |
| 1630 - 1700 | Summary and review |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |
| 0900 - 1200 | Facility visits |  |  | Facility visits |  |  |
| 1300 - 1600 | Facility visits |  |  | Facility visits |  |  |
| **Friday** |  |  |  |  |  |  |
| 0900 - 1200 | Verifications / presentation preparation |  |  |  |  |  |
| Lunch |  |  |  |  |  |  |
| 1300 - 1400 | Close-out Presentation | Management and All Involved |  |  |  |  |