

GAP- ICC CERTIFICATION SAMPLE AUDIT PLAN

Poliovirus Essential Facility (PEF):

Assigned PEF Identification:

National Authority for Containment (NAC):

Audit start date (DD-MM-YYYY):

Audit end date (DD-MM-YYYY):

GAP III or GAP IV:

Personnel Interviews:

Interviewee			
Acronym	Role/Function	Name of Auditor	Auditor Comments
SM	Senior Management Representative		
PI	Principal Investigator/ Production Manager		
SC	Safety Committee Chairman		
HR	Human Resources Manager		
SO	Security Officer		
FO	Facility Officer		
OH	Occupational Health Doctor/Nurse		
BSO	Biosafety Officer		

Auditing Schedule (example to be adjusted):

	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				