gapiii containment cERTIFICATION

document request form

Document review for:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Gap assessment |  | Initial audit |  | Periodic audit |  | Recertification audit |

Organization:

Audit start date:

Audit end date:

Document request date[[1]](#footnote-1): Document submission deadline[[2]](#footnote-2):

List of Documents for Review on commencement of the audit[[3]](#footnote-3)

The documents shown below in italics should be received ahead of the initial full certification audit.

| **Doc Requested** | **Document** | **Doc Submitted** | **Date received** |
| --- | --- | --- | --- |
|  | *Organization chart outlining biorisk management-related roles and responsibilities* |  |  |
|  | *Register of applicable laws, standards and guidelines* |  |  |
|  | *Biosafety/biosecurity manuals and asssociated plans* |  |  |
|  | *Accident/incident reports relevant to poliovirus containment* |  |  |
|  | *List of contracted services, companies and individuals* |  |  |
|  | *Risk Assessments – Emergency preparedness* |  |  |
|  | *Risk Assessments – Procedural controls* |  |  |
|  | *Risk Assessments – Design and operation of plant and equipment* |  |  |
|  | *Risk Assessments – Decontamination measures* |  |  |
|  | *Risk Assessments – Security measures* |  |  |
|  | *Map/floor plan, including any relevant support areas (e.g. plant rooms, storage areas, waste handling/storage locations)* |  |  |
|  | Minutes of the biosafety committee for the last 12 months |  |  |
|  | Biorisk management policies and procedures reflecting the 16 elements within GAPIII |  |  |
|  | Internal audit plans and findings from the previous year |  |  |
|  | Training plans and competency assessments reflecting biorisk management-related activities |  |  |
|  | Emergency plans and records of exercises |  |  |
|  | Inventories of poliovirus and related materials (e.g. cultures, waste) |  |  |
|  | Equipment lists/asset registers |  |  |
|  | Facility/equipment certification records |  |  |
|  | Data demonstrating building performance (e.g. air flow measurements, performance of autoclaves/effluent treatment plants) |  |  |
|  | Building design/commissioning plans |  |  |
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1. The Document Request Form should be completed 30 days prior to the audit date to facilitate collection/delivery of required documents [↑](#footnote-ref-1)
2. The documents are to be delivered to the team leader at least 20 days prior to the audit date [↑](#footnote-ref-2)
3. Entries in italics should be received ahead of the initial full certification audit [↑](#footnote-ref-3)