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 | [ ]  |  |
| [ ]  |  | [ ]  |  |
| [ ]  |  | [ ]  |  |
| [ ]  |  | [ ]  |  |
| [ ]  |  | [ ]  |  |
| [ ]  |  | [ ]  |  |

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)