

Internal Audit Plan: Year (add date)

1. SCOPE OF AUDIT:

Verify compliance with the ISO17025:2017 and ANAB AR3125 criteria as addressed in the General Laboratory and Unit Specific Laboratory Procedures.

Audit start date: (add date).

Audit planning meeting: (Add Date)

Areas to audit:

Support Services:

Administration
Case Management

Evidence Receiving LIMS/IT
Quality Section

Laboratories:

Forensic Biology

DNA

Materials- Hair

Firearms

Friction Ridge

Impressions

Fire Debris

Materials - GSR

Seized Drugs

Toxicology

Breath Alcohol

Lottery

Digital & Video/Imaging (MM and CC)

2. TOOLS:

- . GL 7.3 Internal Audit Criteria ISO 17025:2017 and AR3125 criteria
- . GL 7.1 Direct Observation Worksheet
- . GL 7.6 Audit Work Sheet Administrative
- . GL 7.4 Audit Worksheet Laboratory
- . GL 7.5 Audit Worksheet QS & Safety
- . GL 7.7 -7.9 Case File Review Spreadsheets

3. AUDIT TEAM:

- . Lab Reviews: (Add list of auditors for the task)
- . ER/CM/QS/Admin and Safety Review: (Add list of auditors for the task)
- . Case File Reviews: (add list of auditors for the task)
- . Observations*: (add list of auditors for the task)

* These individuals may or may not have had formal auditing training.

4. AUDIT COMPONENTS:

Support Services:

- . Case Management Document Review only
- . Evidence receiving to include a review of evidence handling/storage areas.
- . Audit of evidence storage to include incoming and outgoing areas.
- . Spot-check of long-term storage areas.
- . IT review of LIMS log, maintenance records

All Laboratories:

- . Case file review

- . Observation of a unit specific task per discipline; it must be a testing event (does not need to be a complete SOP)
- . Laboratory reviews (walk through of site)
- . Training documentation – Sampling to be reviewed
- . Validations – sampling to be reviewed

5. RESPONSIBILITIES:

Unit	Observation Due (add date)	Case File Review	# of Files/Unit	Lab Review Due (add date)
CC				
MM				
IM				
Lottery				
FA				
LP				
DNA				
FB (Materials & Biology)				
FD				
GSR				
CS				
TX/ Breath Alcohol				
Support Services ER & CM				
Admin QS & Safety				
Admin - Purchasing				

- . For observations, where possible, observe someone not observed within the accreditation cycle. Also, where possible observe a task not observed in those years.
- . For case file review – a sampling of analyst reports and case types will be reviewed. Auditor can request more.
- . Case file review - should represent a sampling for the variety of work for the unit
- . Note: The audit plan and responsibilities may be updated if needed based on scheduling/responsibilities of the audit team.