

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

Evidence Receiving

LIMS/IT

Case Management

Quality Section

Laboratories:

Forensic Biology

DNA

Materials- Hair

Firearms

Friction Ridge

Lottery

Fire Debris

Materials - GSR

Seized Drugs

Toxicology

Breath Alcohol

Digital & Video/Imaging (MM and CC)

2. TOOLS:

- . GL 7.1 Direct Observation Worksheet
- . GL 7.3 Internal Audit Criteria ISO 17025:2017 and AR3125 criteria
- . GL 7.4 Audit Worksheet Laboratory
- . GL 7.5 Audit Worksheet QS & Safety
- . GL 7.6 Audit Work Sheet Administrative
- . GL 7.7 Case File Review CAS
- . GL 7.8 Case File Review FB DNA
- . GL 7.9 Case Filer Review ID
- . GL 7.10 Audit Worksheet ER and CM

3. AUDIT TEAM*:

- . Audit team leader:
- . 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
- . QS review to verify safety meetings recorded, audits recorded (internal and MSR), proficiency schedule in place

All Laboratories:

- . Case file review: a sampling of analyst reports and case types will be reviewed. Auditor can request more.
- . Observation of a unit specific task per discipline; it must be a testing event (does not need to be a complete SOP)
- . For observations, where possible, observe someone not observed within the accreditation cycle. Also, where possible observe a task not observed in those years.
- . Laboratory reviews (walk through of site)
- . Training documentation – Sampling to be reviewed
- . Validations – sampling to be reviewed

5. RESPONSIBILITIES:

Due Date: _____

Unit	Observation Assigned to (use form GL 7.1)	GL 7.1 Returned	Case File Review Assigned to/# to review	GL 7.7, 7.8 or 7.9 returned	Lab Review Assigned to	GL 7.4, 7.5, 7.6 or 7.1 Returned
Computer Crimes						
Multi-Media						
Imprints						
Lottery						
Firearms						
Latent Prints						
DNA						
Forensic Biology						
Materials - Hair						
Fire Debris						
Materials - GSR						
Controlled Substances						
Toxicology						
Breath Alcohol						
Support Services ER & CM						
Admin QS & Safety						
Admin - Purchasing						

Scan completed audit forms to the Quality Manager

Special Instructions if applicable: