

## Audit Worksheet – QS and Safety

Auditor: \_\_\_\_\_ Date Range: \_\_\_\_\_

### Quality Section:

Are all required audits documented:

- |  |   |
|--|---|
| <input type="checkbox"/> External ANAB (Onsite or Offsite) | <input type="checkbox"/> DNA FBI QAS (Internal or External)                         |
| <input type="checkbox"/> CS Drug Reference Collection      | <input type="checkbox"/> Firearms Reference Collection                              |
| <input type="checkbox"/> Evidence Receiving                | <input type="checkbox"/> MSR <input type="checkbox"/> Previous years Internal Audit |

Is there documentation of follow up to any identified issues from last internal audit and MSR:

Yes / No / See Notes

Are Court Monitoring Records being reviewed and forwarded to analysts

Yes / No / See Notes

Is there a Proficiency Testing Schedule established

Yes / No / See Notes

Are Proficiency Tests reviewed and forwarded to analysts

Yes / No / See Notes

Are Quality Action Requests monitored

Yes / No / See Notes

Was a customer survey initiated for the current year

Yes / No / See Notes

Was a review of the Guiding Principles document scheduled for the current year

Yes / No / See Notes

Other:

### Safety:

Are safety records up to date:

- |   |   |
|---|---|
| <input type="checkbox"/> Documentation of quarterly safety meetings                 | <input type="checkbox"/> Documentation of Fire Drill      |
| <input type="checkbox"/> Documentation of safety training (Bloodborne and chemical) | <input type="checkbox"/> End of year safety review sheets |

Other: