

Standard Operating Procedure (SOP): Routine Laboratory Inspection and Audit Schedules

This SOP details **routine laboratory inspection and audit schedules**, including the systematic planning, execution, and documentation of regular inspections and audits. It covers criteria for evaluating laboratory compliance with safety standards, equipment functionality, cleanliness, and procedural adherence to ensure optimal laboratory performance and regulatory compliance. The purpose is to maintain a safe, efficient, and compliant laboratory environment through consistent monitoring and timely corrective actions.

1. Purpose

To establish a routine and systematic approach for conducting laboratory inspections and audits, ensuring all laboratory activities are performed in accordance with applicable safety, regulatory, and quality management requirements.

2. Scope

This SOP applies to all personnel, laboratory areas, and equipment within the facility as part of routine operational checks and compliance audits.

3. Responsibilities

- **Laboratory Manager:** Oversee scheduling, ensure inspection/audit completion and corrective action implementation.
- **Safety Officer:** Lead safety compliance inspections and coordinate audits.
- **Designated Inspectors/Auditors:** Carry out inspections/audits and complete documentation.
- **All Laboratory Staff:** Maintain compliance and assist during inspections/audits.

4. Inspection and Audit Schedule

Type	Frequency	Responsible	Scope
Safety Inspection	Monthly	Safety Officer	Fire safety, PPE, emergency exits, signage
Equipment Audit	Quarterly	Laboratory Manager/Technician	Calibration, maintenance, functionality
Cleanliness Inspection	Weekly	Designated Inspector	Work areas, storage, waste disposal
Compliance Audit	Bi-annually	Internal/External Auditor	Procedural adherence, documentation, staff training records

5. Inspection and Audit Procedure

1. **Preparation:**
 - Review previous reports and outstanding corrective actions.
 - Confirm inspection/audit checklist availability.
 - Notify relevant personnel of upcoming inspection/audit.
2. **Execution:**
 - Conduct inspection/audit using standardized checklists.
 - Observe work practices, review records, and interview staff as required.
 - Record all findings: compliant, non-compliant, improvements needed.
3. **Documentation:**
 - Complete corresponding inspection/audit forms and attach supporting evidence/photos as needed.
 - Report findings to the Laboratory Manager and Safety Officer.
4. **Corrective Actions:**
 - Identify non-conformities and assign corrective actions with responsible persons and deadlines.
 - Follow up on the completion and effectiveness of corrective actions.
5. **Record Keeping:**
 - File all records and reports per laboratory documentation requirements.
 - Keep records accessible for regulatory or quality audits.

6. Evaluation Criteria

- Compliance with laboratory safety standards and protocols.
- Proper labeling, storage, and handling of materials.
- Equipment calibration and maintenance status.
- Cleanliness and organization of laboratory areas.
- Adherence to standard operating procedures (SOPs).
- Up-to-date documentation and training records.

7. References

- Applicable local, national, and international regulations.
- Internal laboratory safety and quality manuals.
- Equipment manufacturer maintenance recommendations.

8. Revision History

Version	Date	Description	Approved By
1.0	2024-06-01	Initial SOP release	Lab Manager