



## Housekeeping Audit Check Sheet for Laboratory

(Ref. [SOP QMS-105](#))

Area Audited					Comment
Audit Date					
GMP & GLP ITEMS	Comply ✓ Yes Or X No				
Area waste bins are not overflowing.					
Waste bins are used for appropriate materials only.					
Benches are free of items that are not in use.					
Equipment surfaces are free of dust.					
Reagents and Standards are labelled and within stated expiry.					
All IPA bottles are labelled and within stated expiry.					
Storerooms and cupboards are clean and tidy.					
Equipment/trolleys not in use is switched off and stored in designated areas.					
pH meter buffer standards within expiry					
HPLC was bottles are kept full.					
Balances are clean and items removed after weighing. Calibration stickers current.					



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Weekly calibrations completed as required.					
Monthly calibrations completed.					
Yearly calibrations completed					
Silica gel in effective status					
Computer terminal areas clear of unnecessary items					

<b>Environmental, Health and Safety</b>	<b>Comply</b> ✓ Yes Or X No	<b>Comments</b>			
Deliveries are marked and stored properly. Floors are free of product, waste, spills and excess materials.					
Long hair is tied back and laboratory uniforms/coats are worn in laboratory areas					
Safety equipment worn and used correctly for the appropriate tasks (eg IPA use).					
Safety glasses worn at all times in areas where there is a requirement.					
Fume hood cabinets are clear of unnecessary items					
All flammable items stored in the flammables cabinet					
Flammable cabinet capacity is not exceeded.					



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All fire/emergency exits and stairs are clear.					
Fire extinguishers and hoses visible and accessible.					
All fire extinguishers are in test (Tested 6 monthly).					
Emergency eye wash bottle expiry date clearly marked and showers unimpeded					
Waste bottles not overflowing and used appropriately					
Flame hazard signs are up and clearly visible when necessary and removed when no longer needed.					

<b>REFRIGERATORS &amp; OVENS</b>	<b>Comply</b> ✓ Yes Or X No	<b>Comments</b>			
All refrigerators and ovens clean and tidy.					
Monthly check of refrigerators and ovens performed.					
<b>DOCUMENTATION</b>	<b>Comply</b> ✓ Yes Or X No	<b>Comments</b>			
Documentation stored neatly and Logbooks are kept in designated areas when not in use.					
Entries into logbooks are complete and in permanent blue or black ink.					



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Corrected entries in logbooks over the last week have a single line through the entry, initialled and dated.					
<b>SOPs</b>	<b>Comply</b> ✓ Yes Or X No				
SOP Files are accessible and filed alphanumerically.					
Superseded versions have been returned to Technical.					

<b>Area Audited</b>			
<b>Audit Date</b>			
<b>Week</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>
<b>Shift</b>			
<b>Auditor (S)</b> <b>(Please Print Names)</b>			
<b>Auditor Signature</b>			
<b>Date</b>			
<b>Manager Signature</b>			
<b>Date</b>			

**COMPLETED FORMS ARE TO BE SENT TO QA AT THE END OF THE MONTH**