

Formular KD01203629

Annual Internal Biosafety Audit Plan

1. Purpose

This audit plan defines the schedule for routine internal biosafety audits to ensure continuous compliance with applicable biosafety legislation, institutional requirements, and laboratory procedures.

Audits are conducted in accordance with the Internal Biosafety Audit Procedure ([KD01202052](#)) and documented using the approved Internal Biosafety Audit Checklist ([KD01202048](#)).

2. Audit Team

The Biosafety Officer assigns the audit teams.

Whenever possible, auditors should not audit their own laboratory or activities to maintain objectivity.

3. Additional Audits

Additional audits may be scheduled if required following:

- laboratory modifications
- incidents or near misses
- implementation of new procedures
- regulatory requirements
- identified non-conformities

Audit No.	Planned Month	Laboratory / Area	Assigned Audit Team	Status	Audit Date	Comments
1	January / February			Planned		
2	March / April			Planned		
3	May / June			Planned		
4	July / August			Planned		
5	September / October			Planned		
6	November / December			Planned		

4. Approval

Prepared by:

Date:

Approved by:

Date: