

Hospital Internal Audit Checklist

Audit Information

- **Audit Title:** [e.g., Clinical Safety Audit]
- **Audit Date:** [Enter date]
- **Auditor(s):** [Enter names]
- **Department/Process:** [e.g., Emergency Department]
- **Audit Objectives:** [e.g., Ensure compliance with health regulations]

Checklist Table

Checklist Item	Criteria/Standard	Compliance (Yes/No)	Evidence Observed	Comments/Notes	Action Required
Patient Record Management	Healthcare Compliance Standards		Patient file reviews	Incomplete records	Update procedures
Medication Storage and Handling	Pharmacy Regulations		Storage temperature logs	Expired medicines observed	Discard immediately
Infection Control Procedures	Hospital Infection Guidelines		Sanitation logs	Non-compliance in some wards	Train staff

Equipment Maintenance	Manufacturer's Guidelines		Maintenance records	Delayed servicing	Schedule servicing
Staff Training and Certification	Healthcare Accreditation Standards		Training logs	Some staff lack updates	Conduct sessions

Audit Findings

- **Summary of Non-Conformities:** [e.g., Missing incident reports]
- **Opportunities for Improvement:** [e.g., Enhance infection control training]
- **Best Practices Observed:** [e.g., Effective emergency response system]

Corrective Action Plan

- **Non-Conformity:** [e.g., Improper disposal of bio-waste]
- **Root Cause:** [e.g., Lack of awareness]
- **Action Plan:** [e.g., Implement stricter waste protocols]
- **Responsible Person:** [Name/Title]
- **Deadline:** [Date]

Conclusion

- **Overall Audit Status:** [Compliant/Non-Compliant]
- **General Comments:** [e.g., High standards of patient care observed]