

Appendix 10

Sector Manager Report – Internal Audit Form

Sector Manager Report Form

Microorganisms, Uncleared Biologicals, Cell Cultures and Vertebrate Laboratory Animals

University of Otago, Wellington – Transitional and Containment Facilities

Sector Manager: _____ **Sector:** _____

Date: _____

APPROVED USER INFORMATION

		Yes	No	N/A
1.	I have reviewed all Approved User Report Forms for my Sector			
2.	I have returned all Orientation Forms for new Approved Users to the Laboratory Compliance Officer			
3.	I have passed a completed Leaving Form on to the Laboratory Compliance Officer for those Approved Users who have left since the last audit			
4.	The Laboratory Compliance Officer has training records for all Approved Users of this Sector			
5.	All people who work within this Sector are familiar with the principles of containment and the procedures of the Facility that ensure containment			
6.	To the best of my knowledge, the operation of the Sector's facilities are compliant with the requirements of the relevant MPI Biosecurity Standards and the Quality Manual			
7.	Where applicable, I have attached all details that require updating in the next version of the Quality Manual (including floor plans). The current (February 2017) Quality Manual version is 1.5			
8.	To the best of my knowledge, the register of uncleared biologicals, microorganisms (genetically modified and/or new organisms), cell cultures and/or vertebrate laboratory animals used within the Sector is current, available for inspection, and compliant with MPI standards and the Facility Manual			
9.	To the best of my knowledge, the registers of Culture Collections that are held by Approved Users (<i>listed as Curators of a Culture Collection</i>) are current, available for inspection, and compliant with MPI Standards			
10.	To the best of my knowledge, all instances of transfer of restricted organisms to or from another Facility have been recorded in both the appropriate Register and Culture Collection Register			

11.	I and/or the Laboratory Compliance Officer hold a copy of each of the following documents: <ul style="list-style-type: none"> - The Quality Manual for the University of Otago, Wellington Campus, current version; 1.5 - MAF Biosecurity Standard Facilities for Microorganisms and Cell Cultures: 2007a; - MPI Biosecurity Standard 154.02.17 (Amended 14 February 2014); - MAF Biosecurity Standard 154.03.03 (31 October 2002 version); - AS/NZS2243.3: Part 3 (2002 version); - All MPI importation permits used within the Sector 			
12.	I act as Safety Officer responsible for microorganisms, as defined in AS/NZS2243.3			
13.	I have held a training/refresher for Approved Users of the Sector who have not attended Approved User training			
14.	The Sector has in place a validation programme for the sterilization and disposal of biological waste			
15.	I have implemented a system to allow documentation of Transitional Facility requirements being met			
16.	Where applicable I will take the appropriate corrective actions and inform the Laboratory Compliance Officer of their completion by the date stipulated			
17.	I have completed an internal audit of each laboratory within my Facility during the past 12 months and have identified any areas that need upgrading, to maintain compliance, to Property Services			
18.	The sector for which I am responsible has an autoclave for the disposal of biological waste			

Corrective Action required:

Signed: _____
(Sector Manager)

Date: _____

Please pass this form on to the Laboratory Compliance Officer together with all Approved User Internal Audit Forms in your Sector.

This page is to be retained by the Sector Manager and passed on to the Laboratory Compliance Officer upon completion of all Corrective Actions

Sector Manager Corrective Action Declaration

Sector: _____

I hereby confirm that all corrective actions identified during the previous audits have been completed and that to the best of my knowledge the Sector is operating in compliance with MAF Biosecurity Authority Standards Facilities for Microorganisms and Cell Cultures: 2007a, 154.02.17 and/or 154.03.03.

Signed: _____
(Sector Manager)

Date: _____

