

**APPENDIX 1**

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**Audit Template Document (Blank)**

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**Audit Title**

**Standard against which the audit topic is to be compared**

**Source of standard (or reference document)**

**Type of audit - clinical regulatory or clinical non-regulatory**

**Target / compliance percentage to be achieved**

**Item or variable to be audited**

**Method: Retrospective / Prospective / Other**

**Data or information to be collected**

**Sample details (categories, number of patients, collection time period)**

**Target achieved**

yes      no      not applicable

**Actions to be taken if the target is not met.**

**Timing for re-audit**

yes      no      not applicable