
Audit 12

- 1) **Audit Title**
What mechanism exists on the request form for contacting referrers to permit pre-exposure justification discussions to occur if necessary?
- 2) **Standard against which the audit topic is to be compared**
BSSD
- 3) **Source of standard**
National legislation intended to transpose and implement requirements included within the Council Directive 2013/59/Euratom, Article 55
- 4) **Type of Audit – regulatory**
- 5) **Target / compliance percentage to be achieved**
100 %
- 6) **Item or variable to be audited**
Request form/order comms Relevant communication data pathway documented clearly
- 7) **Method**
Retrospective/Prospective/Other
- 8) **Data or information to be collected**
Request form/order comms Relevant communication data pathway Referrer name/location/phone/email information, all clearly legible Percentage of each correctly completed
- 9) **Sample details**
One-month review of the above
- 10) **Target achieved**
Yes/no
- 11) **Action to be taken if the target is not met**
Revision of request form/order comms to include pertinent contact information for referrer Education of referrers around importance (and legal requirement) of provision of contact details
- 12) **Timing for re-audit**
One year, or sooner if target not met