Blood Regulations: Audit Report Template (example 1)

The following is a template for hospitals to adapt to their own needs when reporting on the completion of internal audit. This template allows the user to provide a full comprehensive summary of the audit to for appropriate laboratory leadership and quality teams.

Title of Audit:		
Unique Audit number:		
Date of Report:	*{MM/DD/ YYYY}*	Audit Date: *{MM/DD/YYYY}*
Audit Lead:	Name:	Department/Organization:
Additional Auditors:	Names:	Department/Organization:

BACKGROUND, AIM AND OBJECTIVES

An audit is the systematic review of selected laboratory processes or functions. The purpose of auditing is to verify that laboratory processes and performance are compliant with predetermined standards and objectives. This audit will observe the processes around the regulated activity of {*insert regulated activity and SOP identifier*} to ensure compliance with the Blood Regulations. The aim is to identify deficiencies and improve processes to enhance the safety of the blood supply at {*insert hospital name}*.

TRANSFUSION MEDICINE RELEVANT STANDARDS

i. Health Canada Blood Regulations – Guidance Document. Date 2023-02-21
ii. Canadian Standards Association Group - Blood and Blood Components Z902:25. Date 2025.
iii. Canadian Society for Transfusion Medicine – Standards for Hospital Transfusion Services. Version 5. Date December 2022
iv. Accreditation Canada Diagnostics, Medical Laboratory Accreditation Requirements. Version 9.1, Date June 2025

SUMMARY OF AUDIT

Summarize the content reviewed, documents observed, and other notable observations while performing the audit.

FINDINGS

List observations (non-conformance(s)) found during the audit. Also include a context statement for each observation to help support the observation (non-conformance). Include related requirement/reference to each finding listed.

Observation 1	
Comments / Context	
Supporting Documentation / Evidence for Observation	
Requirement / Reference	
Observation 2	
Comments / Context	

Supporting Documentation / Evidence for Observation	
Requirement / Reference	
Observation 3	
Comments / Context	
Supporting Documentation / Evidence for Observation	
Requirement / Reference	

RECOMMENDATIONS

Suggestions for improvement, monitoring, reporting and next steps.

CONCLUSION

Brief conclusion of findings, feedback and recommendations including determination if compliancy of audit.

This audit is: ☐ Compliant ☐ Non-Compliant (corrective actions required*) *Non-compliant audits should have a separate form with listed corrective actions and timeline to implement. (See ORBCoN audit tool: Corrective and Preventative Action Record)

SIGNATURES

_____ _____

<Name>, Lead Auditor Date

_____ _____

<Name>, Manager Date

_____ _____

<Name>, Medical Director Date