



# MITS

## MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

### LABORATORY AUDIT

Issue No : 01	Revision No: 00	Doc. No: EOMS-MITSU/LBA/CHK/LIST/LB-AU
Issue Date: 22/12/2025	Revision Date: 22/12/2025	Page 1 of 2

<b>Department:</b>	<b>Auditor:</b>	<b>Date:</b>
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<b>Process: Laboratory Audit</b>	<b>Process Owner (Name of the person Audited):</b>
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<b>INPUTS:</b> Equipment List, Equipment Maintenance Records, Equipment service/ Calibration Records	<b>OUTPUT:</b> Lab Manuals, Stock Register /Bills, Calibration /Service Certificates, Sample Records	<b>OBJECTIVES:</b> Target – 100% Syllabus Completion Frequency of Calibration /Service
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<b>Notes/ Objective Evidence:</b> (e.g. inspected documents/ audit observations/result of interview)	<b>Evaluation</b>
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	Description	Status	Remarks	
	Equipment Details			
	Stock Registers/Bills			
	Service Registers			
	Calibration Details			
	Software Details			
	Maintenance Register			
	Asset Management			
	Lab Manuals			
	Sample Records			

**If description is not applicable, mark as " NA" in Status**

**Note: Please use separate audit notes for each process however you can use multiple sheets for single process.**

E: evaluation: 1 = conformance 2 = Non-conformance n.a.: not applicable



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<b>Comments:</b>		

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