



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

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

LABORATORY AUDIT

Issue No : 01

Revision No: 01

Doc. No: EOMS-MITSU/LAB/CHK/LIST

Issue Date: 22/12/2025

Revision Date: 13/08/2026

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

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