

TABLE 5. CONTENTS OF A STANDARDIZED AUDIT REPORT

Contents	Checkboxes for audit report compiler	Comments
Introduction	<input type="checkbox"/>	Background, demographics, public health system, national funding
Terms of reference	<input type="checkbox"/>	Activities of the auditing team
Quality management	<input type="checkbox"/>	Mission, vision, quality policy, documental system
Regulatory authority and regulations	<input type="checkbox"/>	Licences
Radiation safety	<input type="checkbox"/>	Radiation protection and safety programme, radiation worker personal doses and area monitoring records, calibration certificates
Nuclear medicine premises	<input type="checkbox"/>	Overall space, floor plan, furniture, ventilation system, toilets, laboratories
Human resources	<input type="checkbox"/>	Staffing, organizational chart, education and training, competences, job descriptions
Equipment	<input type="checkbox"/>	Imaging and ancillary equipment, computer systems and data handling, quality assurance / quality control of equipment
Clinical nuclear medicine	<input type="checkbox"/>	Requests, examples of imaging and non-imaging procedures and therapy, one example of a patient consent form
Radiopharmacy	<input type="checkbox"/>	Performance indicators related to IAEA publications
Radioimmunoassay services	<input type="checkbox"/>	Good laboratory practices, pre-analytical, analytical and post-analytical

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TABLE 5. CONTENTS OF A STANDARDIZED AUDIT REPORT (cont.)

Contents	Checkboxes for audit report compiler	Comments
Major strengths and deficiencies	☐	Major strengths should be listed; any deficiencies should be recorded in the audit process, with an indication on how and when improvements will be achieved
Recommendations	☐	These should be precise and clearly worded to the nuclear medicine service or according to IAEA instructions
Annexes	☐	