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## Audit 2

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**1) Audit Title**

**Is there an established mechanism within the department to register and analyse accidental/unintended exposures?**

**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 63

**4) Type of Audit – regulatory****5) Target / compliance percentage to be achieved**

100 %

**6) Item or variable to be audited**

The existence of a department repository for this information, with agreed mechanisms in place for record keeping and analysis of accidental or unintended exposures

**7) Method**

Retrospective / Prospective / Other

**8) Data or information to be collected**

The existence of a department repository for this information

The number of cases/year, case outcomes in terms of registration and root cause analysis

**9) Sample details**

Confirmation of appropriate resource

Retrospective calculation of the number of cases per year

Circumstances of the exposure in each case, analysis of causes, appropriate policy adjustments made

**10) Target achieved**

Yes/no

**11) Actions to be taken if the target is not met**

Creation of appropriate resource, review department policies on recording and analysing accidental or unintended exposures of this nature

**12) Timing for re-audit**

One year, or sooner if target not met