# Cambridge CARES Safety & Health Audit Procedure

# 1.0 Purpose

The purpose of this procedure document is to outline the ways in which CARES conducts its internal audits.

# 2.0 Selection of Auditors

Two auditors shall be selected by the Safety & Health Chair and the selection approved by the Program Director. The auditors shall be selected on the basis of competence, chemical understanding and understanding of the laboratories, and a proven record of conscientious work

# 3.0 Scope of Work

The auditors shall be aware of the S & H requirements of Cambridge CARES. The auditors shall further have full access to all documents that define the requirements of safety in Cambridge CARES, and also the full range of records of CARES safety activities

# 4.0 Report

At the end of their audit, the auditors will make a report to the SHC. The SHC shall coordinate with the S&H committee and the auditors to evaluate the report, to discuss the issues (if any) that have arisen and to coordinate the necessary responses.