

Audit Process

Inquiry and Review

- The process starts when an authorized representative of an applicant organization completes the Audit Application Form. This form initiates the formal audit process.

Audit Preparation

- Following a successful review, Bio-Shield Asia prepares for the audit. The organization confirms the scope, determines the timeline, and assigns a team of competent auditors or technical experts. An audit plan is then created specifically for the applicant. The total duration of the audit is determined by combining the time needed for pre-audit, on-site, and post-audit activities, with a minimum duration of 10 man-days. This can be adjusted based on the complexity and risk of the audit. The on-site portion of the audit will last a minimum of 2 man-days.

On-site Audit

- The on-site audit is a comprehensive review conducted by the Bio-Shield Asia audit team. This phase includes:
 - Documented Information Review: A thorough examination of all relevant documentation.
 - On-site Physical Lab Facility Infrastructure Testing: A hands-on assessment of the lab's physical infrastructure.
- All audit activities adhere to applicable standards and national regulatory requirements, including those set by:
 - Ministry of Health (MOH)
 - Agri-Food & Veterinary Authority (AVS) / NParks
 - Public Utilities Board (PUB)
 - National Environmental Agency (NEA)
 - Singapore Police Force (SPF)
 - Ministry of Manpower (MOM)
 - Other relevant Authorities

Audit Report and Testimony

- After the audit is complete, Bio-Shield Asia issues a written audit report to the client. A Testimony of Audit is provided upon request once all non-compliance issues have been resolved and approval from the Ministry of Health (MOH) has been secured.