



TOOLKIT 29 · QUALITY IMPROVEMENT · TOOL 2 OF 4

Annual Audit Calendar — Every Audit in This Library on One Grid

Which audit, how often, who owns it, which month, where the results go. Print it, hang it in the quality office, tick it

Facility · year · quality lead

Audit / review (tool)	Frequency	Owner	J	F	M	A	M	J	J	A	S	O	N	D	Reports to
Hand hygiene observation (TK2)	Quarterly	IPC lead	X			X			X			X			Safety committee
Surgical checklist observation (TK1)	Monthly	Theatre manager	X	X	X	X	X	X	X	X	X	X	X	X	Theatre committee
Falls dashboard (TK3)	Monthly	Falls lead	X	X	X	X	X	X	X	X	X	X	X	X	Safety committee
Medication point prevalence (TK11)	Quarterly	Pharmacist		X			X			X			X		Drug committee
Wristband / identification audit (TK5)	Monthly	Ward managers	X	X	X	X	X	X	X	X	X	X	X	X	Safety committee
Transfusion traceability reconciliation (TK21)	Monthly	Lab lead	X	X	X	X	X	X	X	X	X	X	X	X	Transfusion committee
Waste audit (TK10)	Monthly	IPC nurse	X	X	X	X	X	X	X	X	X	X	X	X	Safety committee
Cleaning spot-checks (TK7)	Weekly	IPC nurse	X	X	X	X	X	X	X	X	X	X	X	X	IPC committee
IPC core-components self-assessment (TK7)	Yearly	IPC lead			X										Board
Hand-hygiene self-assessment framework (TK2)	Yearly	IPC lead			X										Board
WASH FIT assessment (TK27)	6-monthly	WASH team				X						X			Board / donors
Emergency readiness checklist + drill (TK6)	6-monthly	Emergency lead		X						X					Board
Fire drill (TK6)	Yearly	Safety officer					X								Board
Open disclosure audit (TK9)	Quarterly	Safety lead			X			X			X			X	Board
Incident review + learning bulletin (TK8)	Monthly	Safety lead	X	X	X	X	X	X	X	X	X	X	X	X	All staff
Pressure-injury prevalence (TK12)	Quarterly	Wound lead	X			X			X			X			Safety committee

Audit / review (tool)	Frequency	Owner	J	F	M	A	M	J	J	A	S	O	N	D	Reports to
Credential and licence register check (TK26)	Yearly	HR											X		Board
Equipment PM completion (TK28)	Quarterly	Maintenance			X			X			X			X	Board
Patient experience survey (TK30)	Quarterly	Patient Voice liaison			X			X			X			X	Patient Council
Consent audit (TK25 policy 2)	Quarterly	Medical director	X			X			X			X			Board
Management review of the whole system	Yearly	Director												X	Board · annual report

ASF standards: Governance chapter — audit programme (means of verification: the calendar with completion ticks; results in committee minutes)