

<b>SOP Title</b>	<b>External Inspection or Audit</b>
<b>Number.Version</b>	N902.003
<b>Effective Date</b>	02/21/2025

## Approvals

<b>Name and Title of Signatories</b>	<b>Signature</b>	<b>Date</b> mm/dd/yyyy
Erika Basile Director, Research Ethics and Compliance		Mar 3, 2025
Dr. Isha DeCoito Chair, Non-Medical Research Ethics Board		Mar 4, 2025

### 1. PURPOSE

This Standard Operating Procedure (SOP) describes the procedures to be followed before, during and following an external inspection or audit.

### 2. GENERAL POLICY STATEMENT

The US Office for Human Research Protection (OHRP) has the authority to audit Canadian Research Ethics Boards (REBs) that oversee studies that are federally (US) funded.

Sponsors, funding entities, or others authorized by regulations or agreements with the institutions may have the authority to audit or inspect study-related documents and procedures.

These audits or inspections may involve the Non-Medical Research Ethics Board (NMREB); therefore, the NMREB must have policies in place for dealing with external audits and inspections. The Investigator is responsible for notifying the NMREB of any planned audits or inspections of research projects overseen by the NMREB.

### 3. RESPONSIBILITY

This SOP applies to all Office of Human Research Ethics (OHRE) staff, Director, Research Ethics and Compliance, Non-Medical Research Ethics Board (NMREB) Chair NMREB members and Researchers.

### 4. DEFINITIONS

See glossary of terms

### 5. SPECIFIC POLICIES AND PROCEDURES.

#### 5.1 Preparing for an Inspection or Audit

- 5.1.1 The Director, Research Ethics and Compliance or designee will confirm with the inspector/auditor regarding the agreed upon dates and times of the inspection/audit, and verify the purpose of the inspection/audit, the applicable project(s) undergoing inspection/audit and the inspection/audit plan and procedures;
- 5.1.2 The Director, Research Ethics and Compliance or designee will notify the NMREB Chair, NMREB members and the OHRE staff of the inspection/audit;
- 5.1.3 The Director, Research Ethics and Compliance or designee will review the inspection/audit procedures with the applicable individuals/groups listed in 5.1.2 and conduct a thorough review of the required documentation;

- 5.1.4 The Director, Research Ethics and Compliance or designee will arrange for access to the online system for the inspector/auditor;
- 5.1.5 The Director, Research Ethics and Compliance or designee will confirm that the individuals/groups listed in 5.1.2 are available for interviews or to assist the inspector/auditor;
- 5.1.6 The Director, Research Ethics and Compliance or designee will arrange a suitable work area (e.g., private and with sufficient space, with access to a computer and in close proximity to a photocopier and telephone) for the inspector/auditor.

## **5.2 Participating in an Inspection or Audit**

- 5.2.1 The NMREB Chair and the Director, Research Ethics and Compliance will meet with the inspector/auditor as scheduled. Prior to being granted access to the study-specific OHRE documentation, the inspector/auditor must exhibit proof of authority or authorization to conduct the inspection/audit;
- 5.2.2 The Director, Research Ethics and Compliance or designee will record the name, contact information and title of the inspector/auditor and retain any written notices of inspection/audit for the OHRE files;
- 5.2.3 The Director, Research Ethics and Compliance or designee will provide a brief orientation to the inspector/auditor of OHRE procedures;
- 5.2.4 The Director, Research Ethics and Compliance or designee will provide access to the study-specific documents requested by the inspector/auditor and maintain a list of the documents reviewed;
- 5.2.5 The Director, Research Ethics and Compliance or designee will accompany the inspector/auditor at all times while in confidential areas of the OHRE;
- 5.2.6 The Director, Research Ethics and Compliance or designee will ensure that the inspector/auditor's questions are answered by the most appropriate personnel. The individuals/groups listed in 5.1.2 must make every reasonable effort to be available and to accommodate the requests of the inspector/auditor;
- 5.2.7 The NMREB Chair and the Director, Research Ethics and Compliance will request meetings with the inspector/auditor at the end of each day to discuss any observations. If questions are asked or observations are made during the daily meetings, the NMREB Chair or designee will research the issues and provide the inspector/auditor with clarification as soon as possible once the information is available;
- 5.2.8 The Director, Research Ethics and Compliance or designee will ensure that the required personnel are present at the exit interview and that observations are understood before the inspector/auditors leave the facility;
- 5.2.9 The Director, Research Ethics and Compliance or designee will record observations of the inspector/auditor and any discussion and ascertain with/if a written response is required.

## **5.3 Follow-up after an Inspection or Audit**

- 5.3.1 The NMREB Chair will request a copy of the report for the Investigator;
- 5.3.2 The NMREB Chair, Director, Research Ethics and Compliance and the Ethics Officer (EO) will review any findings relevant to the OHRE and prepare a written response to each item or observation, including any clarification or corrective action that will be taken. The response to

the inspector/auditor should be coordinated through the appropriate channels (e.g., the Sponsor via the Investigator);

- 5.3.3 The NMREB Chair, Director, Research Ethics and Compliance and the Ethics Officer (EO) will institute any correction actions as applicable and revise the OHRE SOPs as needed;
- 5.3.4 The Director, Research Ethics and Compliance or designee will file the original inspection/audit and response documents in the appropriate files (e.g., quality assurance).

**6. REFERENCES**

- 6.1. Code of Federal Regulations (CRF) Title 21 Part 312 Subpart D.

**7. SOP HISTORY**

<b>SOP Number.Version</b>	<b>Key Changes</b>	<b>Effective Date mm/dd/yyyy</b>
N901.001	Original	07/08/2016
N901.002	Update to NMREB Chair	05/11/2018
N902.003	Changed SOP number; update to NMREB Chair, update regulations, remove reference to HSREB	02/21/2025