

**Please find a list of the documents we may ask to see on site assessment.
This list is designed to assist you and your staff to prepare for our visit.**

Having all the information listed will not automatically make you compliant it is designed to support you on the assessment day.

	Staff recruitment files
	Most recent CPD certificates (all staff and visitors working at the practice)
	Practice meeting agendas and minutes (last six)
	Patient survey results (most recent)
	Practice leaflet
	Clinical and non-clinical audit records including:
	Infection prevention and control audits (last two)
	Clinical dental care record audit (last two)
	Radiographic audit (last two)
	Antimicrobial audit (last two)
	Disability access audit
	Implant failure audit (where applicable)
	Conscious sedation audit (where applicable)
	Certificates, schedules checks and risk assessments
	Safe sharps risk assessment
	Accident book
	Equipment maintenance schedules
	Fire safety risk assessment, records of fire drills, equipment tests and checks
	Gas service (annual)
	Fixed electrical installation electric inspection (5 yearly)
	Portable appliance testing certificate
	Radiation protection documentation (including annual and 3 yearly X-ray checks)
	COSHH risk assessments
	Emergency drugs and equipment inventory and checklists
	Waste consignment notices/documentation (last three years)
	Current pressure vessel certificates for autoclaves and compressor.
	Privacy Impact assessment (CCTV)
	Legionella risk assessment - action plan
	Policies and procedures:
	Safeguarding
	Whistleblowing
	Consent
	Health and safety
	Business continuity
	Infection prevention and control
	Equality, diversity and inclusion
	Complaints/compliments
	CCTV – (if applicable)
	GDPR
	Duty of Candour
	Written protocols/standing operating procedures for:
	Decontamination processes
	Hand hygiene
	Cleaning schedules