



EMS Readiness Checklist for CAP & The Joint Commission Inspections

Use this 14-day checklist to prepare your Environmental Monitoring System (EMS) for upcoming audits.

Alarm Activity

- ☐ Alarm history report (past 30–90 days)
- ☐ Comments entered for each alert
- ☐ Resolution actions documented

Calibration Records

- ☐ All sensors within calibration date
- ☐ Certificates stored and accessible
- ☐ Missed calibrations documented

User Access Logs

- ☐ Inactive users removed
- ☐ Active users have correct permissions
- ☐ System changes reviewed in audit trail

Reports & Trend Data

- ☐ Temperature/humidity trend reports
- ☐ Alarm logs with comments
- ☐ User activity logs

SOPs & Training

- ☐ SOPs reviewed and up to date
- ☐ Staff training records available
- ☐ Alarm response covered in training





EMS Readiness Checklist for CAP & The Joint Commission Inspections

Use this 14-day checklist to prepare your Environmental Monitoring System (EMS) for upcoming audits.

Equipment Labels

- ☐ Sensors labeled to match EMS
- ☐ Naming conventions are consistent
- ☐ EMS reflects current setup

Validation

- ☐ IQ/OQ documentation completed
- ☐ Validation summary on file
- ☐ Revalidated after system changes

Mock Audit (Optional but Recommended)

- ☐ EMS documentation reviewed by QA
- ☐ Gaps addressed before survey window

