


Steps of an AS9100 Internal Audit

(Audit of ASD Manufacturing Company)



Internal Audit Procedure

 AS9100 Store QUALITY FOR ALL		GP-822 Internal Audits
1.0	Purpose	
1.1	This procedure describes the process for performing Internal Audits.	
2.0	Responsibilities	
2.1	The management representative and lead auditor are responsible for scheduling and initiating the audits and maintaining the master schedule.	
2.2	Top management is responsible for reviewing all corrective actions resulting from internal audits.	
2.3	Management is responsible for selecting an audit coordinator.	
2.4	The audit coordinator is responsible for selecting the audit team, communicating with the auditee to arrange the audit, and preparing the final audit report.	
2.5	A management staff person is responsible to attend the opening and closing meetings.	
2.6	The <i>audit coordinator or management staff person</i> is responsible for initiating corrective actions.	
2.7	The audit team is responsible for planning, organizing, performing and reporting results for the internal audit.	
3.0	Definitions	
3.1	<i>Audit Team: May be one or more auditors, including the lead auditor.</i>	
4.0	Equipment/Software	
4.1	No additional equipment or software required.	
5.0	Instructions	
5.1	The management representative works with management to prepare a master schedule for internal audits. The schedule includes all areas of the facility, and is based on the status and importance of the area being audited.	
5.1.1	The schedule identifies when the audits will take place and what areas will be audited.	
5.1.2	<i>Each area of the facility will be audited a minimum of two times per year.</i>	
5.1.3	The associated table, Applicable Procedures by Work Area (F-822-003) identifies which procedures of the quality management system apply to each work area of the facility.	
5.1.4	The master schedule is evaluated at management review. It is revised based on: a) The results of the audits. b) The number of corrective actions generated. <i>(As a measure of the status of the area)</i>	

Sample Audit Plan

The Internal Audit Plan / Schedule		F-822-001	
Audit Number: One Date: Scheduled for April 14, 2011		Opening Meeting Attendees: A Doer, R Ryan, D Delany, D Thomas, M T Moore, J Sample, A Bolt, R Richards, A Anderson, R Roberts	
Area(s) to be audited: Top Management (5.3 & 5.6) Manufacturing (7.1) Sales & Marketing (7.2) Materials / Purchasing (7.4) QMS Management Rep (8.5)		Closing Meeting Attendees: Same as above	
Scope of audit and objectives: The scope of this audit will include auditing the distribution center for the following clauses of the standard: 5.3, 7.1, 7.2, 7.4 and 8.5 and 5.6		Standard: <input type="checkbox"/> AS9100C <input type="checkbox"/> Other: _____	
Auditors: Lead auditor: Richard Richards. Auditors: Ander Anderson, Robbie Roberts			
Proposed Schedule			
Time	Process	Team 1	Team 2
8:00	Opening meeting		
8:30	Auditors meeting (doc review)		
9:30	5.3 Quality policy		
10:00	7.1 Planning of product realization		
11:00	7.2 Customer related processes		
12:00	Lunch break		
1:00	7.4 Purchasing		
2:00	8.5 Corrective action		
3:00	5.6 Management review		
4:00	Auditors meeting		
4:30	Closing meeting		
Corrective Actions to be verified: None – this is the 1st internal audit			
Primary contact: Joe Sample		Time and Place for closing meeting: 4:00 pm in Conference room 3	
Additional information: Lunch will be catered at noon in conference room 1			
Signature of Lead Auditor: <i>Richard Richards</i>			Date: April 4, 2011

Prepare your checklists:

7.4 Purchasing and Inventory Control

Repeat for 7.4 Purchasing using:

- P-740 Checklist
- Quality manual
- P-740 Purchasing procedure
- Register of Approved Suppliers
- Purchase orders
- Subcontractor Problem Logs

The Appendix

Reference the ASD Quality Manual

The follow slides outline some of the nonconformances that may have been observed during an internal audit.

The examples provided for the main clauses 4.0 through 8.0 are not all-inclusive and other observations may potentially be made.