



A Guide to Internal Auditing AS9110A

A Guide to Internal Auditing

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Why Audit?

Why are internal audits so important?

- Sometimes a QMS slips over time and needs to be checked/audited to be sure that everyone is following the procedures and instructions.
- Conditions can change and the auditors will identify departures from the planned arrangements that may in fact be improvements over the existing methods.
- Improvements can be identified and related procedures or instructions upgraded, accepted and approved by the responsible parties.

Performing an Internal Audit

»Overview

Internal Auditor training covers:

- The purpose and scope for auditing the QMS to the AS Standard
- The requirements for planning and scheduling internal audits
- The practices followed during the internal audit
 - including opening and closing meetings
- How to develop check lists and questions for the various audits
- How to interview and what to look for when asking questions
- Reporting on the internal audit and follow-up activities.

Internal Audits: Conclusion

The Internal Audit process is one of the most important in AS9110 or any ISO based standard.

Conduct internal audits to determine if the QMS:

- Conforms to planned arrangements for quality management .. this includes both the requirements of the AS standard and your own operational requirements,
- Has been properly implemented and is maintained
- Provide information on results of audits to the management group.