
1.0 Purpose

- 1.1 This procedure describes the process for performing the Internal Audits to ensure conformity to planned arrangements and that the QMS is effectively implemented and maintained at *Your Company*.

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 *audit coordinator or management staff person* 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 *Audit Team: May be one or more auditors, including the lead auditor.*

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. Internal audit schedules and plans are reviewed to ensure that they meet contract and regulatory requirements.
- 5.1.1 The schedule identifies when the audits will take place and what areas will be audited.
- 5.1.2 *Each area of the facility will be audited a minimum of two times per year.*
- 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.

- the date closed line.
- 5.8.2 If the corrective action was not effective, the auditor will check the "Not Effective Box".
- 5.8.3 The auditors note on the appropriate audit report if corrective actions have been effective, or if they will be reissued.
- 5.8.4 The auditors return the corrective action forms to the corrective action coordinator.
- 5.8.5 The corrective action coordinator will handle the corrective actions according to the Corrective and Preventive Action Procedure.
- 5.9 Auditors record audit results on the checklists and to provide impartiality and objectivity for the audit process, auditors can not audit their own work.
- 5.10 The audit team holds a review meeting to agree on and write up corrective action requests.
- 5.11 The *audit team* holds a closing meeting with the representatives of the area audited, including a management person with responsibility for the area being audited.
- 5.11.1 All nonconformances are explained.
- 5.11.2 The status of the area audited is summarized.
- 5.12 The lead auditor prepares a final report including:
- 5.12.1 A summary of the findings
- 5.12.2 A table of corrective action requests
- 5.12.3 A copy of each corrective action request
- 5.13 The lead auditor puts all audit records into the audit file.
- 5.14 The records included are:
- Internal audit plan
 - Auditors checklists
 - Internal audit report, including the table of corrective action requests

6.0 Forms and Records

- 6.1 F-822-001 Internal Audit Plan
- 6.2 F-822-002 Internal Audit Report
- 6.3 F-822-003 Applicable Procedures by Work Area
- 6.4 F-822-004 Audit Checklist

7.0 Attachments

- 7.1 None