

Steps of an AS9110A Internal Audit

(Audit of AMS - Aircraft Maintenance Services)



Internal Audit Procedure



- 5.9 Auditors record audit results on the checklists.
- 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

8.0 Related Documents

- 8.1 QP-850 Corrective and Preventive Action

9.0 References

- 9.1 None

10.0 Revisions

REV.	SECTION	SUB-SEC.	PARA.	CHANGE REQUEST #	DATE	AUTHORIZED BY

Basic Steps for an Audit

- Scheduling the audit
- Planning the audit
- Opening meeting
- Audit the areas
- Auditors document findings
- Final audit report
- Closing meeting
- Creating the audit file

Schedule the audit

Memo



To: Expert Audit Assistance

From: J. Sample

Date: March 5, 2011

Subject: Request for Internal Audit

As we discussed on the phone, our company will be having a registration audit in June 2011. We have developed and are implementing our quality management system and are ready for our first of a group of planned internal audits and would like your group of expert auditors to perform the audits for us before our registration audit.

During the first audit we would like the auditors to audit a general process where the audit path goes from the quality policy to product realization to customer related processes to purchasing to corrective action and finally to management review. Other processes related to the remaining clauses of the AS9110A standard will be audited during subsequent internal audits.

I would like you to come in on March 15th to review our audit files and prepare your audit plan. We will schedule the audit for the morning of April 14th.

Best regards

Joe

QA Manager / QMS Management representative

Write up the Nonconformance

- Identify the requirement
 - Identify the procedure and what it requires
- Identify the nonconformance
 - What is happening that does not follow the procedure?