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Policy: → The Company shall periodically conduct an Internal Audit of its Quality Management System (QMS) to determine how well the QMS conforms to planned arrangements and applicable requirements and to determine if it is being effectively implemented, maintained, and improved where possible.

Purpose: → This procedure describes the Company's Internal Audit process.

Scope: → All operations affecting, or affected by, the Company QMS.

Responsibilities:

The Lead Auditor (or Audit Team leader) is responsible for managing the Internal Audit process, developing and managing the Audit program, supervising Audit Team members, and reporting the Audit Team's findings to top management.

Internal Auditors are responsible for collecting objective evidence and reporting their findings in an objective manner.

All personnel are responsible for cooperating with Internal Auditors in the course of the audit process and for taking appropriate actions, where required, to correct nonconformities found during the audit.

Definitions: → Audit checklist – A list of questions designed to provide guidance and ensure consistency of audits.

Audit plan – Description or outline of the purpose, scope, objectives and activities of an audit.

Microsoft Office Procedure Manual Template

Michael Brown



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