INTERNAL AUDITING PROCEDURE

Origination Date: XXXX

Document Identifier:	[redacted] Internal Auditing Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

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Abstract:
This document describes the procedure used to audit the quality management system.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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TABLE OF CONTENTS

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1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

NOTE: At this time, only quality system audits are conducted. When environmental system or other audits are implemented, this procedure will be amended to include rules for additional audits.

2.0 THEORY

Internal auditing of a Company's quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE

The Responsible Authority takes into consideration [redacted]

3.1 Internal quality audits are conducted on time according to [redacted]

3.2 Audit requirements include those of [redacted] and the Company's quality system documents (policies, procedures, processes, instructions, specifications, etc.) as well as requirements of Customers and statutory/regulatory requirements (published legislation and regulations) and quality management system standards. [redacted]

3.3 Auditors may [redacted]

3.4 Minimum auditor training requirements are as follows:

- Contract (third party) auditors: [redacted]
- Internal auditors: [redacted]

3.5 The Responsible Authority assigns a Lead Auditor for each audit. The Responsible Authority applies [redacted] then considers:

- [redacted]

Co[redacted] Special[redacted] C All [redacted] served worldwide.

The Responsible Authority defines the criteria, [redacted]) and scope ([redacted]) for each identified audit.

3.6 The Responsible Authority maintains the ***Internal Audit Schedule*** that records this information.

3.7 Using the ***Internal Audit Report***, the Lead Auditor [redacted]

3.8 [redacted]

3.9 The internal audit [redacted]

3.10 [redacted]

3.11 The completed ***Internal Audit Report*** is then returned to the Responsible Authority for logging and the ***Internal Audit Schedule*** is updated.

3.12 Copies of the completed audit report are sent to the appropriate managers of the areas audited to report the findings and results. In this way, and in conjunction with the submission of corrective action requests, [redacted]

3.13 The results of internal audits are also gathered and summarized on [redacted]

3.14 In all cases, auditees are expected to cooperate fully with the audit team.

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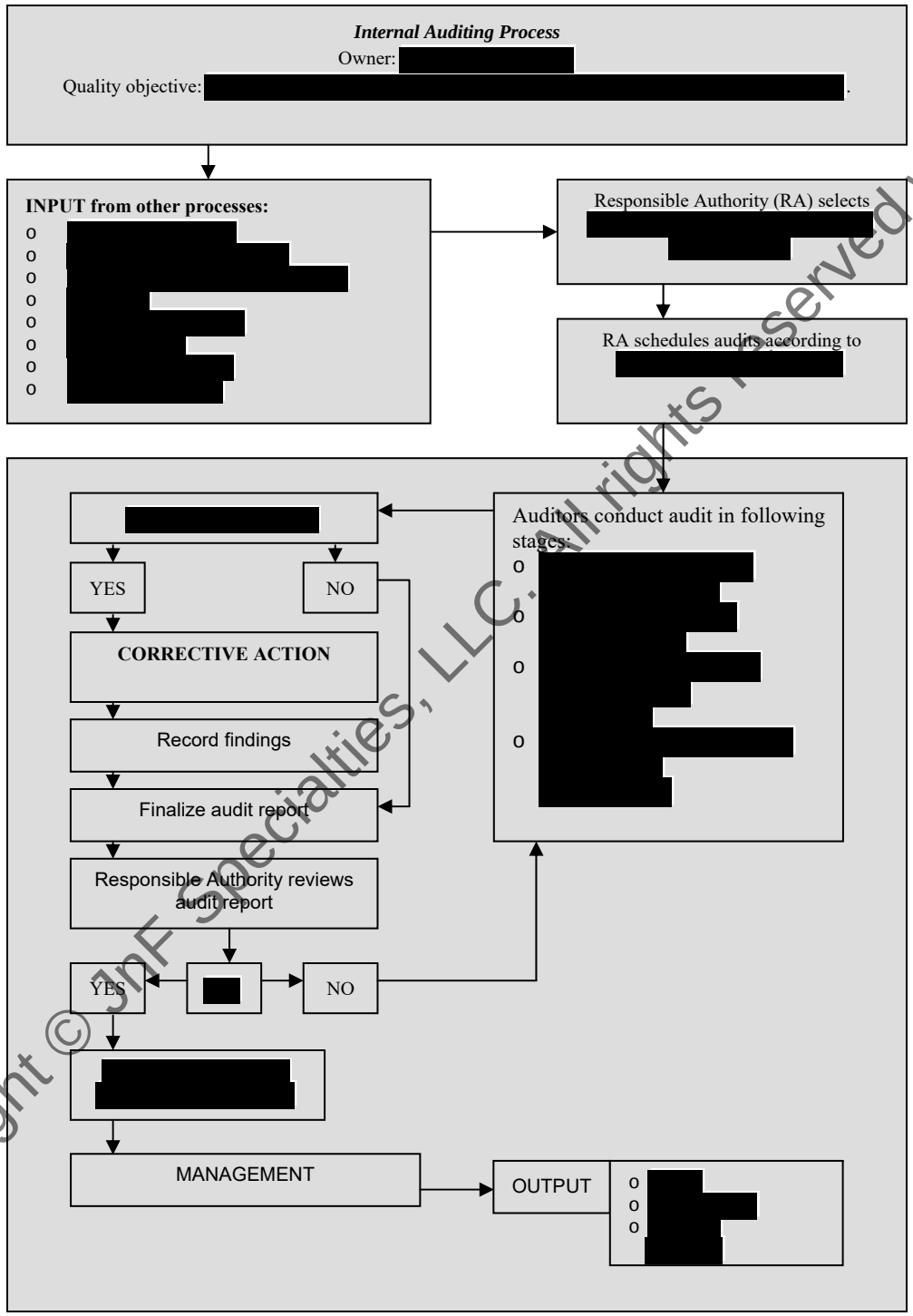
4.0 PROCESS MAP



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Internal Audit Report

Your Logo	Your Company Name	Document Name or ID
CAGE: xxxxx		Rev: Orig

PLAN - STEP ONE: Audit Preparation & Planning

Process to Audit (Audit Scope):	
Audit Date(s):	Lead Auditor:
Audit #:	Other Auditor(s) on Team:
Applicable Clauses of the Quality Handbook:	
Applicable Sections of the Quality Handbook:	
Revision of Quality Handbook:	

List any other applicable documents, if any:	
Document Title	Revision

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DO - STEP TWO: Compare Documentation vs. Requirements

Read the applicable sections of the Company Quality Handbook.		
Question	Y/N	Evidence or Notes Sheet Ref. #
In general, does the Company [redacted]?		
Review any Customer requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company [redacted]?		
Review any statutory or regulatory requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company [redacted]?		

Indicate any suggestions for improvement related to the documentation:

CHECK - STEP THREE: Compare Actual Practice vs. Requirements

Compare the requirements of the Quality Handbook and other documentation against what employees are actually doing in everyday practice.			
Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #

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Compare the requirements of the Quality Handbook and other documentation against what employees are actually doing in everyday practice.			
Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #

Review previous audits for this process. Review previous Nonconformance's issued against this process or as a result of previous audits for this process. Add [redacted]			
Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #

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ACT - STEP FOUR: Verify the Effectiveness of the Process

Review the applicable process map for this process.		
Question	Y/N	Evidence or Notes Sheet Ref.#
Are the inputs listed on the map [redacted] ?		
Are the inputs being [redacted] ?		
Are the process steps [redacted] ?		
Are there sufficient [redacted] ?		
Does the process [redacted] ?		
Does the process [redacted] ?		
Are process objectives [redacted] ?		
Does the process [redacted] ?		
Indicate any problems you uncovered with the process:		
Provide brief details on any areas that you found were [redacted]		

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STEP FIVE: Summarize Your Findings for Nonconformance System

NONCONFORMITIES	
Nonconformance #	Describe finding as you want it to appear in the Nonconformance system
[redacted]	
[redacted]	
[redacted]	
[redacted]	
☐ Other	

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OPPORTUNITIES FOR IMPROVEMENT	
Check one to rank the nature of the opportunity: ☐ Documentation could be improved ☐ Practice could be improved ☐ Both documentation and practice could [redacted]	
[redacted]	
Check one to rank the nature of the opportunity: ☐ Documentation could be improved ☐ Practice could be improved ☐ Both documentation and practice could [redacted]	
[redacted]	

STEP SIX: Review Audit Report and Submit

All auditors on the audit team must [redacted]

Signature of Lead Auditor

Audit report reviewed and ready for submission:

Date

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STEP SEVEN: Submit Audit Report to Appropriate Managers

The completed audit report must be submitted to the managers responsible for the areas audited, as well as any other appropriate persons.

Audit report sent to:

☐ Quality Manager (for logging)	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Other:		

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NOTES PAGE

Your Note reference #	Notes, evidence, findings, comments, etc.

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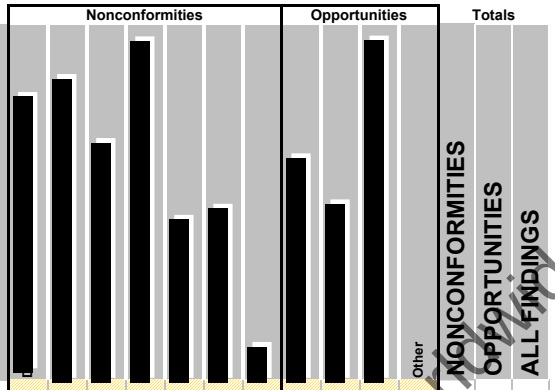
Your Company Name

INTERNAL AUDIT SCHEDULE

Your Logo

Form Rev: Orig



Audit #	AUDITED PROCESS	Scheduled Date	Audit Date	Lead Auditor	Auditor 2	Auditor 3
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	TOTALS					

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