

INTERNAL AUDITING

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Abstract:

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



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TABLE OF CONTENTS

1.0 PURPOSE..... 4

2.0 THEORY 4

3.0 INTERNAL AUDITING PROCEDURE 4

4.0 PROCESS MAP..... 6



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CAGE: xxxxx		Rev: Orig

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

3.1 Internal quality audits are conducted [REDACTED]

3.2 Audit requirements include those of ISO 9001, AS9100, the Company's quality system documents as well as [REDACTED]

3.3 Auditors may [REDACTED]

3.4 Minimum auditor training requirements are as follows:

- [REDACTED]
- [REDACTED]

3.5 The Quality Manager plans audits according to [REDACTED]

3.6 The Quality Manager maintains the Internal Audit Schedule that records this information.

3.7 Using the Internal Audit Report, the Lead Auditor [REDACTED]

3.8 An audit [REDACTED]

3.9 The internal audit [REDACTED]

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3.10 During the corrective action effectiveness review, the results of actions taken to address audit findings are evaluated.

3.11 The completed Internal Audit Report is then returned to the Quality Manager 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, [REDACTED]

3.13 The results of internal audits are [REDACTED]

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

[REDACTED]

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4.0 PROCESS MAP

