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	ocedure used to	audit the quality management system	1.
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PURPOSE 1.0

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 10.04 1000 implemented, this procedure will be amended to include rules for additional audits.

THEORY 2.0

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

INTERNAL AUDITING PROCEDURE 3.0

The Responsible Authority takes into consideration

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3.1	Internal quality audits are con		
3.2	Audit requirements include the	ose of AS9100 and the Company's quality system do	cuments (policies,
	lures, processes, instructions	, specifications, etc.) as well as requirements of	Customers and
statuto standa		ublished legislation and regulations) and quality mar	nagement system
Stande		\checkmark	
3.3	Auditors may		
3.4	Minimum auditor training requi	irements are as follows:	
•	Contract (third party) auditors		
•	Internal auditors:		
3.5	The Responsible Authority as	signs a Lead Auditor for each audit. The Responsible	Authority applies
			then considers:
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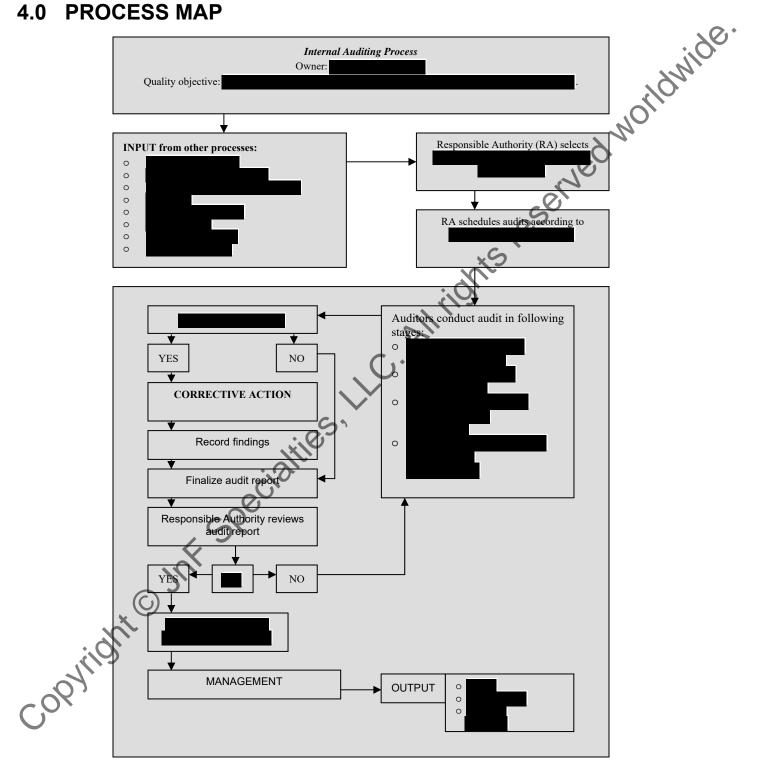
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The Responsible Authority defines the	he criteria,) and scope () for each identified audit.	
3.6 The Responsible Authority ma	aintains the Internal Audit Schedul	e that records this information.	
3.7 Using the Internal Audit Re	port, the Lead Auditor	v. (,)	
3.8			
3.9 The internal audit			
0.40		S`	
3.10			
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3.11 The completed <i>Internal Audi</i> <i>Internal Audit Schedule</i> is updated.		sponsible Authority for logging and the	
•		te managers of the areas audited to	
report the findings and results. In		the submission of corrective action	
requests,	quests,		
3.13 The results of internal audits	are also gathered and summarized	on	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
3.14 In all cases, auditees are exp	ected to cooperate fully with the aud	it team.	
~ ~ ~			
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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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