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INTERNAL AUDITING PROCEDURE

Origination Date: XXXX

Document Identifier:	QMS-12 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)

Abstract:

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

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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 **AS9100** 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]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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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.

Left blank intentionally

4.0 PROCESS MAP

