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INTERNAL AUDITING

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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 by [REDACTED]

3.2 Audit requirements include those of [REDACTED]

3.3 Auditors may not be independent of the area being audited; therefore, [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 will [REDACTED]

3.8 An audit [REDACTED]

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3.9 The internal audit [REDACTED]

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 [REDACTED]

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, all necessary managers are notified of the audit results to make informed decisions for their departments based on those results.

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

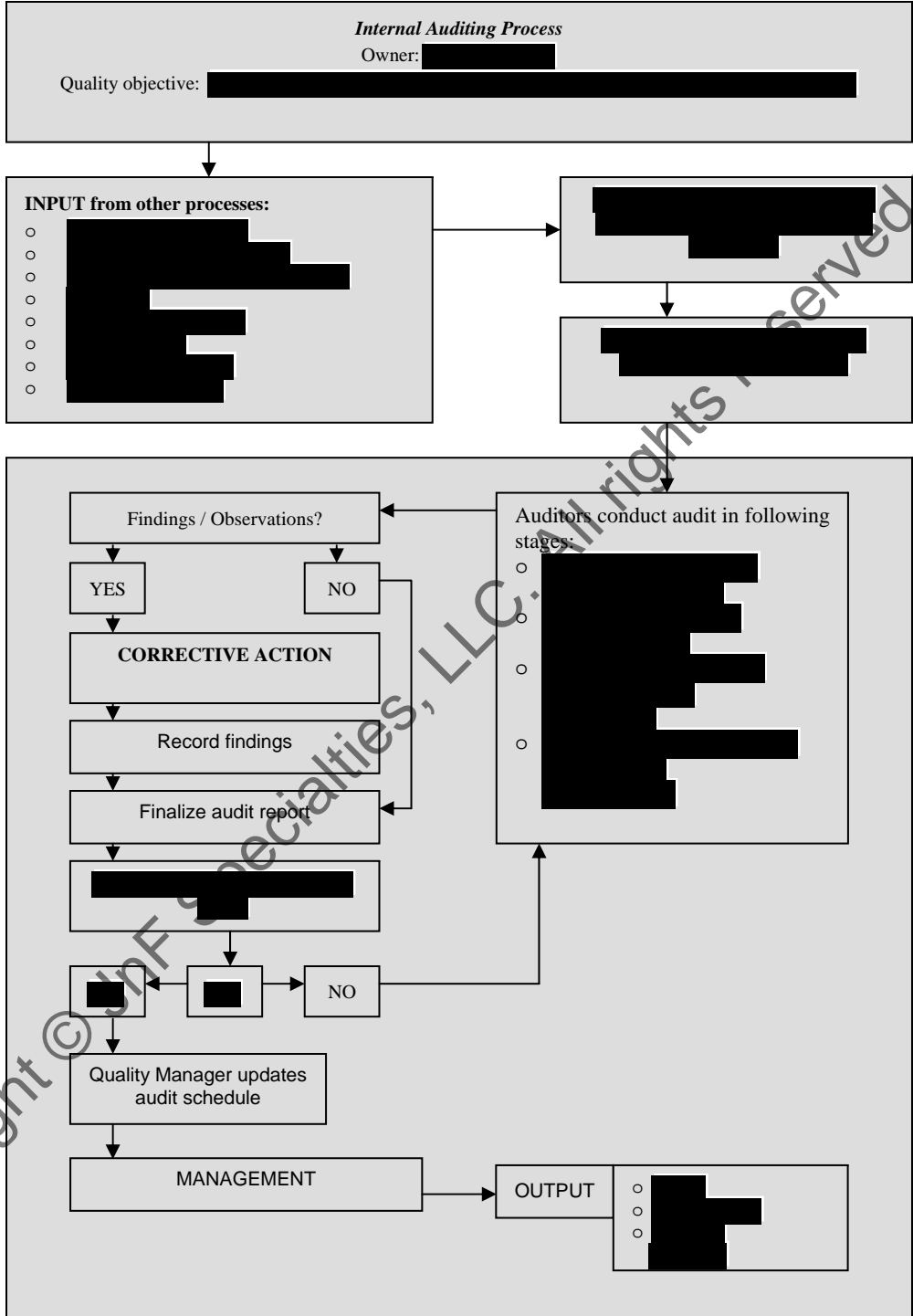
3.14 In all cases, auditees are expected to cooperate fully with the audit team.

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4.0 PROCESS MAP



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