

**HEALTH, SAFETY, ENVIRONMENTAL AND
QUALITY MANAGEMENT PROCEDURE
FOR INTERNAL AUDITING**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and the way that it describes. A record of contextual additions or omissions is maintained in the document.			
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The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
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2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking internal HSEQ management system audits, process audits, and supplier and legislation audits, to assess the effectiveness of our HSEQ management system and its compliance to:

- ISO 9001, Quality Management Systems – Requirements.
- ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

3. SCOPE

This procedure applies to the auditing and assessment process for **Insert Your Company** HSEQ management system. By applying the principles outlined by ISO 19011, Guidelines for Auditing Management Systems, **Insert Your Company** shall ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from an audit must be based upon objective and traceable evidence.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	A systematic, independent and documented process for obtaining evidence and determining its conformity to a set of standards and evaluation criteria to determine the extent of compliance.
Audit Evidence	Information including statements, records and may also include physical evidence.
Corrective Action	An action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Non-Conformance Record	Report that documents the details of a non-conformance identified in an audit or other process review.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how you operate on a daily basis.
Record	Document(s) stating results achieved or providing evidence of activities performed.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: