

**QUALITY MANAGEMENT PROCEDURE
FOR INTERNAL AUDITING**

TABLE OF CONTENTS

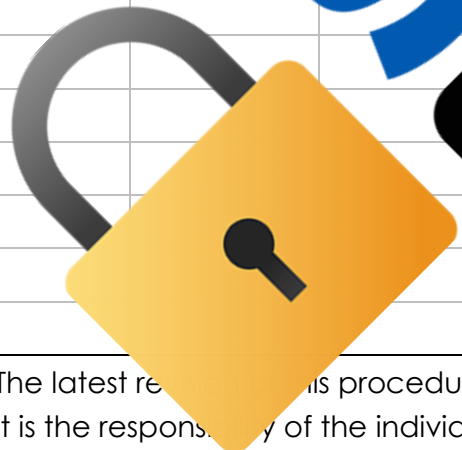
1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Internal Auditing Process Overview	5
6.1.1. Internal Auditing Process Flowchart	5
6.2. How to Prepare and Control the Internal Audit Process	5
6.2.1. Selecting Internal Auditors	5
6.2.2. Developing an Audit Program	6
6.2.3. Preparing for the Audit	6
6.2.4. Conducting the Audit	6
6.2.5. Data Review and Initial Reporting	6
6.2.6. Audit Actions	6
6.2.7. Final Reporting	7
6.2.8. Audit Reviews	7
6.3. Conducting Audits	7
6.3.1. System Audits	7
6.3.2. Process Audits	7
6.3.3. Supplier Audits	8
6.3.4. Regulatory and Legislation Audits	8
6.4. Corrective Actions	8
6.5. Communicating Internal Audit Reports	8
7. REFERENCES, TEMPLATES, FORMS AND DOCUMENTS	8
8. APPENDICES	9
9. GLOSSARY	9
10. INDEX	9

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To outline internal auditing processes.	All original
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 quality management system audits, process audits, and supplier and legislation audits in order to assess the effectiveness of our quality management system and its compliance with *ISO 9001, Quality Management System – Requirements*.

3. SCOPE

This procedure applies to the auditing and assessment process for **Insert Your Company** quality management system. By applying the principles of auditing, outlined by *ISO 19011, Guidelines for Auditing Management Systems*.

Insert Your Company shall ensure that all internal audits are conducted with professional care, integrity and independence.

All conclusions derived from an audit must be based on objective and verifiable evidence.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	A systematic, independent and documented process for obtaining objective evidence and evaluating it against a set of standards and evaluating the extent of compliance.
Audit Evidence	Documentation, information, records and may also include other items.
Corrective Action	Action taken to eliminate the cause of an identified non-conformance to the quality management system.
Non-Conformance Report (NCR)	A report that documents the details of a non-conformance identified during 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:

- Coordinating the internal audit program.
- Determining the root causes of non-conformities and maintaining a system for reporting audit results.