

Internal Auditing

New Review

View

Edit

Revisions

Type:

Procedure

Description:

1. Why ✓

1.1 To describe the internal audits process of all nominated documents in the Audit Register. (see attached)

2. Who ✓

2.1 The Managing Director is the process owner. ✓

2.2 The Managing Director through the Quality Coordinator ensures this process meets the performance requirements. ✓

2.3 Auditors will be competent and independent of the process under audit. ✓

3. Documents ✓

3.1 Relevant documented information ✓

3.2 Audits register ✓

3.3 Audit report ✓

3.4 Reviews register ✓

(see attached)

4. How ✓

4.1 Schedule audits ✓

Develop audit register based on risk and importance. Independent auditors. All processes at least once per year. ✓

4.2 Conduct audits ✓

Record findings, evidence, take photos. ✓

see audit register (attached)

4.3 Discuss findings with the responsible person ✓

Agree on remedial actions and timelines and record.

4.4 Audit report ✓

Summarise and attach all relevant information and update register. ✓

see audit reports (attached)

4.5 Raise reviews ✓

Raise review and manage as per Risk, Improvement, Opportunity procedure ✓

see review register (attached)

External:

No

Current Issue:

27 Feb 2023

Original Issue:

11 Nov 2021

Record:

No

Audit:

Yes

Owner:

System Consultant

Archive:

No

Published:

Yes

Access:

Public

Distributed:

-

Associated:

-

Cross References:

9001:2015 - 9. Performance evaluation 9.2 Internal audit



Audits



Last	Planned	Changes	Actual	Status	
31 Aug 2022	31 Aug 2023	0	-	Pending	View
New	31 Aug 2022	2	31 Aug 2022	OK	View

Reviews



Name	Type	Started	Target	Status
There are no reviews.				