

ISO 9001:2008
Clause 8.2.2
P018 Internal Audit Procedure

Company Name/Logo

Document No _____ Rev _____

Uncontrolled Copy Controlled Copy Date _____

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative.

Contents

- P018 Internal Audit Procedure 4**
- 1. Introduction & Purpose 4
- 2. References 4
- 3. Terms & Definitions 4
- 4. Application & Scope 4
- 5. Requirements 4
- 6. Process 4
 - 6.1 Audit Planning 5
 - 6.2 Audit Preparation 5
 - 6.3 On-site Audit 6
 - 6.4 Wrap-up Meeting 6
 - 6.5 Follow-up 6
 - 6.6 Reporting 6
 - 6.7 Review 6
 - 6.8 Records 6
 - 6.9 Audit Process Matrix 7
 - 6.10 Internal Audit Process Map 9

P018 Internal Audit Procedure

1. Introduction & Purpose

The purpose of this procedure is to define **Your Company's** process for undertaking internal audits in order to assess the effectiveness of the application of ISO 9001:2008 and also to define the responsibilities for planning and conducting audits, reporting results and retaining associated records.

2. References

Reference	Title & Description
8.2.2	Quality System Manual
F018-1	Internal Audit Schedule
F018-2	Internal Audit Plan
F018-3	Internal Audit Assignment
F018-4	Internal Audit & Gap Analysis Checklist
F018-5	Internal Audit Report
F018-6	Internal Audit Feedback

3. Terms & Definitions

Term	ISO Clause	Definition
Non-conformity	3.6.2	Non-fulfilment of a requirement
Preventive Action	3.6.4	Action taken to eliminate a potential non-conformity
Corrective Action	3.6.5	Action taken to eliminate the cause of a non-conformity
Audit	3.9.1	A systematic, independent documented process for obtaining and evaluating audit evidence objectively to determine the extent to which audit criteria are fulfilled

4. Application & Scope

The scope of this procedure is focused on assessing the effectiveness of **Your Company's** QMS. Where such processes are found to be deficient, the audit will lead to improvement in those processes.

By applying the principles of auditing, outlined by ISO 19011:2002, **Your Company** ensures that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

5. Requirements

An audit of the QMS is conducted at planned intervals to:

- Determine whether the QMS conforms to planned arrangements
- Determine whether the QMS is properly implemented and maintained
- Provide information on the results of audits to Top Management

6.10 Internal Audit Process Map

