

Insert your company's name or logo, and address.

ISO 9001:2015

Control of Internal Audits

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Contents

1	Control of Internal Audits	3
1.1	Introduction & Purpose	3
1.1.1	Process Activity Map	3
1.1.2	References	3
1.1.3	Terms & Definitions	3
1.2	Application & Scope	4
1.3	Responsibilities	4
1.4	Controlling Internal Audits	4
1.4.1	Selecting Internal Auditors	4
1.4.2	Developing the Audit Programme	4
1.4.3	Preparing for the Audit	4
1.4.4	Conducting the Audit	5
1.4.5	Data Review & Initial Reporting	5
1.4.6	Monitoring	5
1.4.7	Final Reporting	5
1.4.8	Review	5
1.5	Conducting Audits	5
1.5.1	System Audits	5
1.5.2	Process Audits	6
1.5.3	Supplier Audits	6
1.5.4	Legislation Audits	7
1.6	Corrective Action	7
1.7	Forms & Records	7
1.8	Internal Audit Process Map	8

1.2 Application & Scope

The scope of this procedure is focused on assessing the effectiveness of [your organization's](#) quality management system. 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 19011:2011, [your organization](#) 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.

1.3 Responsibilities

It is the responsibility of the Quality Manager [<amend as appropriate>](#) to coordinate the whole internal audit programme. The Quality Manager [<amend as appropriate>](#) is required to:

- Determine the root causes of non-conformities;
- Maintain a system for reporting audit results;
- Determine conformity to planned arrangements;
- Determine proper implementation and maintenance;
- Provide the results of audits to top management;
- Review the effectiveness of corrective actions taken.

1.4 Controlling Internal Audits

1.4.1 Selecting Internal Auditors

To ensure impartiality and objectivity, the audit team will include personnel from departments not directly associated with the area, process or department being audited. The Internal Auditors are selected on the basis of their:

- Education: secondary or higher;
- Work Experience: more than 5 years;
- Relevant Training: provided in-house or externally;
- Audit Experience: demonstrable knowledge/skills.

1.4.2 Developing the Audit Programme

The Quality Manager [<amend as appropriate>](#) is required to:

- Determine the status and importance of each process;
- Establish audit frequency based on the status and importance of each process;
- Develop and communicate the audit schedule;
- Appoint audit team leader where required;
- Select audit team;
- Assign audit duties to the auditor team.

1.4.3 Preparing for the Audit

The Internal Auditors [<amend as appropriate>](#) are required to:

- Review relevant management system documents and records;
- Determine their adequacy with respect to the audit criteria and with ISO 9001;
- Review and prepare the internal audit checklist;

The audit team then reviews the process inputs and outputs using the Turtle Diagram at the front of this procedure. The audit is conducted using the ISO 9001-2015 Supplier Audit Checklist.

1.5.4 Legislation Audits

At least once per year, audit is conducted on the scope and applicability of the register of applicable legislation in order to verify continued compliance. Using the register of legislation, the auditor determines the most significant legislation applicable to our organization at the time of the audit, by taking a sample and seeking objective evidence that the legislation is current and is being complied with.

Samples of legislation are noted and the register brought up to date as required. The samples taken are selected based on current risks but ensures that the whole register is audited at least once in each 3 year period.

1.6 Corrective Action

The corrective actions are identified on the Internal Audit, Non-conformity & Correct Action Tracker along with the person responsible and the timescales for completion. The process or procedure is re-audited and the issue closed out when all corrective actions are completed. A member of the audit team will then sign off the audit report. An audit summary is prepared for management review.

1.7 Forms & Records

All documentation and records generated by the internal audit process are retained and managed in accordance with the Control of Documented Information procedure.

Title & Description
Audit Report
Audit Feedback Form
Internal Audit Checklists
Internal Audit, Non-conformity & Corrective Action Tracker