9.2 Internal Audit

Internal Audits

Internal Audits are carried out by personnel on aspects of the Quality System for which they have no direct responsibility, whenever possible.

The main audits are carried out by the Quality Facilitator and the Operations Director audits the auditing activities of the Quality Facilitator. Both the Quality Facilitator and Operations Director have been trained in auditing techniques.

Internal quality audits are carried out to ensure that the requirements of the Quality System have been executed.

In carrying out such audits the Quality Facilitator or Operations Director details all findings on the Quality Audit questionnaire

The Quality Facilitator or Operations Director summarises his findings on the Audit Report sheet.

Where deviation is found a copy of the Audit Report is given to the person or persons responsible for the activity.

In the event of a non-conformance being found in Monitoring and Measurement of Processes is initiated and all paperwork corresponding to this procedure is raised.

The Corrective Action is verified by the Quality Facilitator or Operations Director who certifies the same on the Audit Report.

The Quality Facilitator or Operations Director plan their audits on a scheduled basis using the Quality Audit Matrix but the timetable may alter as a result of observations made during the audit.

[TODO]

Other internal audits include...

- Add in the weekly Operational Reports
  - on a non set schedule
- Add in the weekly Production Reports
  - on a non set schedule
- Add in examples of Internal Audits e.g. Job Numbers and MaticTrack links
  - In internal audits

- Add in results of Weekly Gemba walks

The whole system is audited at least once per year by an external auditor.

Spec Requirements

9.2 Internal audit

9.2.1 The organization shall conduct internal audits at planned intervals to provide information on whether the quality management system:

- a) conforms to:
  - 1) the organization’s own requirements for its quality management system;
  - 2) the requirements of this International Standard;
- b) is effectively implemented and maintained.

9.2.2 The organization shall:

- a) plan, establish, implement and maintain an audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned, changes affecting the organization, and the results of previous audits;
- b) define the audit criteria and scope for each audit;
- c) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- d) ensure that the results of the audits are reported to relevant management;
- e) take appropriate correction and corrective actions without undue delay;
- f) retain documented information as evidence of the implementation of the audit programme and the audit results.

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