

# Procedure QP19 - Internal Quality Audits

## Description

MK Inc. has guidelines for all employees regarding Internal Quality Audits

## Purpose & Scope

The aim of this procedure is to provide a mechanism for ensuring conformity to the quality system and to assist in the ongoing improvement to the system.

This procedure applies to internal auditing of all quality-related activities of MK Inc..

## References

- ISO 9001
- Quality Manual – Section 8 Measurement, Analysis and Improvement
- Schedule SCH 6.3 – Internal Audit Plan
- Form F5.19 – Internal Audit Report
- Form F5.16 – Non-conformance Report

## Responsibilities

All staff	Co-operation with internal auditor
Internal auditors	Carry out audits
Quality Representative/Quality Manager	Prepare audit plan, carry out and co-ordinate audits
Department Managers	Take corrective action on non-conformances
CEO/Managing Director/General Manager	Review internal audit findings at annual review

## Policy & Procedure

### Scheduling of Internal Audits

The Quality Representative/Quality Manager will prepare Schedule SCH6.3 'Internal Audit Plan' which will cover a period of six to twelve months ahead as follows:

| Six months | Six months | Six months | Six months |

Prepare plan for:XXXXXXXXXXXXXXXXXX

Prepare plan for:XXXXXXXXXXXXXXXXXX

Prepare plan for:XXXXXXXXXXXXXXXXXX

Frequency of internal audits will depend on the importance of the activity being audited in achieving overall quality aims. Audits may be conducted across all functions within one department or across all departments on one particular subject.

### **Internal auditors**

The Quality Representative/Quality Manager will be our senior auditor but other staff will receive training for internal auditor roles. An internal auditor will not conduct audits within a department where they have direct responsibilities.

### **Auditing Activities**

Auditors will use Form F5.19 'Internal Audit Report' to assist them in identifying areas where operations do not conform with the requirements of our quality system. Prior to an audit the auditor will plan their activity. They will do this by completing page 2 of the form and by preparing a list of areas to inspect and questions to ask as part of the audit. After the audit, the auditor will complete page 1 of the form to report on any issues of detected non-conformance or suggested improvements to the system.

The issues raised by the audit will be discussed between the Department Manager and the Quality Representative/Quality Manager and corrective action will be proposed for any non-conformances. The 'Non-conformance Report' will be completed for each non-conformance that was detected and the Department Manager will implement the corrective action.

The 'Internal Audit Report' will be filed by the Quality Representative/Quality Manager for reference prior to the next audit in that department.

### **Follow-up**

The Quality Representative/Quality Manager will follow-up on the effectiveness of the corrective action at the next audit of that department (or sooner if necessary).

Results of internal audits will be summarised and submitted to the CEO/Managing Director/General Manager for consideration at the next Management Review meeting.

### **Records**

The following documents will be kept as quality records:

- Internal Audit Schedule (SCH6.3)
- Internal Audit Reports (Form F5.19)