

**QUALITY MANAGEMENT PROCEDURE  
FOR INTERNAL AUDITING**

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# 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of amendments
1.0	Insert Date	To outline internal auditing processes.	Original
The latest revision of this procedure is on the <b>Insert Your Company</b> intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
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## 2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking internal quality management system audits, process audits, and supplier and legislation audits in order to assess the effectiveness of our quality management system and its compliance to *AS/NZS ISO 9001, Quality Management System – Requirements*.

## 3. SCOPE

This procedure applies to the auditing and assessment process of **Insert Your Company** quality management system. By applying the principles of auditing, outlined by *AS/NZS ISO 19011, Guidelines for Auditing Management Systems*,

**Insert Your Company** shall ensure that all internal audits are conducted with professional care, integrity and independence.

All conclusions derived from an audit must be based on objective and verifiable evidence.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Audit</b>	A systematic, independent and documented process for obtaining objective evidence and evaluating it against a set of standards and evaluating the extent of compliance.
<b>Audit Evidence</b>	Documentation, statements, records and may also include other information.
<b>Corrective Action</b>	Any action taken to eliminate the cause of an identified non-conformity and prevent recurrence to the quality management system.
<b>Non-Conformance Report (NCR)</b>	A report that documents the details of a non-conformance identified in an audit or other process review.
<b>Process</b>	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how you operate on a daily basis.
<b>Record</b>	Document(s) stating results achieved or providing evidence of activities performed.

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Coordinating the internal audit program.
- Determining the root causes of non-conformities and maintaining a system for reporting audit results.