

[Organization logo]

[Organization name]

**Commented [AS91001]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR INTERNAL AUDIT

**Commented [AS91002]:** If you want to find out more about internal audit, see this 9001Academy article:  
13 Steps for ISO 9001 Internal Auditing using ISO 19011  
<http://advisera.com/9001academy/knowledgebase/13-steps-for-iso-9001-internal-auditing-using-iso-19011/>

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**Commented [AS91003]:** Adapt to the existing practice in organization.

### Distribution list

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## Change history

Date	Version	Created by	Description of change
	0.1	9100Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this procedure is to describe all audit-related activities: writing the audit program, selecting an auditor, conducting individual audits and reporting.

The Internal Audit determines if the QMS is effectively implemented and maintained.

This procedure is applied to all processes and/or areas (parts of the organization) within the QMS.

Users of this document are [members of top management] of [organization name], as well as internal auditors.

## 2. Reference documents

- AD9100 Rev D standard, clause 9.2
- Quality Manual
- Procedure for Nonconformities and Corrective Action

## 3. Conducting of internal audit

### 3.1. Internal audit planning

[Job title] approves an Annual program for internal audits, considering the status and importance of the process and/or area (part of the organization) that is audited, as well as results of previous

audits. This is done in accordance with the requirements of the standard, including the coverage of the entire QMS scope. Internal audits are usually conducted before management review.

The purpose of the internal audit is to determine:

- Whether the organization is conformant with AS9100 Rev D and its own requirements related to the QMS, including customer and applicable regulatory QMS requirements.
- Whether the QMS is effectively implemented and maintained

Additional internal audits may be conducted in the case of:

- Significant non-conformity from a previous audit where the non-conformity is significant and requires additional audit is made by [job title]
- significant non-conformity in process or repetition of the same non-conformity (decision about whether the conformity is significant and requires additional audit is made by [job title])
- Significant change in system elements about whether the change in system is significant and requires additional audit is made by [job title]

[organization name]

[Job title] is responsible for planning the internal audit, reporting about results of internal audits and

### 3.2. Appointing internal auditors

[Job title] appoints internal auditors and a leader of the auditor team (if there are more than one internal auditor).

An internal auditor may be someone from the organization or a person outside the organization.

- knowledge of principles of auditing
- necessary competence – achieved through education and/or experience

Internal auditors must be selected in such a way as to ensure objectivity and impartiality, i.e. to avoid conflict of interest, because auditors are not allowed to audit their own work.

### 3.3. Conducting individual internal audits

The team leader and/or members of the auditor team define criteria, audit scope and methods of audit.

- Document audit
- Audit of compliance with documentation

Criteria of the audit can be compliance with AS9100 Rev D and/or alignment with legal requirements and requirements of external parties that the organization agreed to.

Methods of internal audit that will be applied during the internal audit are [write in the methods].

A checklist for internal audit can be used for conducting the internal audit.

### 3.4. Internal audit reporting

On the basis of the audit findings, the internal auditor (or internal audit team leader if there are more internal auditors) makes an internal audit report that is delivered to [job title].

The internal audit report must contain identified non-conformities (major and/or minor) that require

**Commented [AS91005]:** Audit of all documents related to AS9100 Rev D and identified processes in organization, including customer and applicable regulatory QMS requirements.

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[organization name]

### 3.5. Follow-up activities

The owner of the process in which the non-conformities are identified must ensure that all necessary

Corrective actions are undertaken without undue delay, according to the Procedure for Nonconformities and Corrective Actions.

Procedure for Nonconformities and Corrective Actions in order to assess the effectiveness or verification of corrective actions.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Internal Audit Checklist	PR.15.1	2 years	[office of [job title]]	[job title]
Internal Audit Program	PR.15.2	2 years	[office of [job title]]	[job title]
Internal Audit Report	PR.15.3	2 years	[office of [job title]]	[job title]

**Commented [AS91008]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access the Annual Internal Audit Program, the Internal Audit Report and the Internal Audit Checklist.

## 5. Appendices

- Appendix 1 – Internal Audit Checklist
- Appendix 2 – Internal Audit Program
- Appendix 3 – Internal Audit Report