

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

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Authorised and Issued by the Managing Director

1 Purpose and Definitions

- 1.1 This procedure applies specifically to the Quality Management System to verify whether it is effectively implemented and maintained and complies with planned arrangements and the requirements of BS EN ISO 9001:2000.

2 Scope and Responsibilities

- 2.1 The Quality Controller is responsible for planning and arranging the audits, and ensuring adequate corrective actions of any non-conformities.
- 2.2 The auditors shall conduct internal audits as directed by the internal audit programme.

3 Audit Programme

- 3.1 The Quality Controller is responsible for the development of the audit programme. The audit programme is planned to take into account the status and importance of processes, areas requiring audit and the results of previous audits.

4 Audit Plan and Report

- 4.1 The Auditor develops an audit checklist prior to each audit and subsequently reports on findings. It contains the following information:
- Date of audit
 - Scope of investigation
 - Reference to QMS procedure number
 - Findings
- 4.2 Audit questions are based upon a documented requirement of the QMS and applicable policies, procedures, processes, regulations etc. Questions are also developed from previous audit results and corrective action recommendations where necessary.

5 Audit Conduct

- 5.1 The auditor conducts an audit briefing with the head of the department being audited.
- 5.2 The discussion explains the audit purpose and scope, and requests the necessary availability of personnel and documentation.
- 5.3 If the auditor determines a non-compliance condition exists, he documents the conditions as an audit finding in the [Audit Report](#), and raises a [Corrective & Preventive Action Report](#).
- 5.4 The Audit Report and Corrective & Preventive Action Reports are discussed with the relevant department manager. The findings are formally documented referencing the requirements and criteria, non-compliance determination (objective evidence) that led to the finding, and the recommendation for corrective action.

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5.5 At the conclusion of the audit a short meeting is normally held to obtain agreement, resolve possible misunderstandings, and obtain corrective action commitment and date for completion, when possible. The corrective action is documented on the Corrective and Preventive Action Report.

6 Follow Up Audit

6.1 The auditor, after a pre-determined period of time, ensures that a follow up audit is conducted in areas where a corrective action was required.

6.2 The procedure for a follow up audit is as sections 4 and 5 of this procedure.

6.3 This verifies the effectiveness of the corrective action taken by signing off the Corrective and Preventive Action Report.

7 Records

7.1 Audit schedules, checklists and reports are retained for a minimum of 3 years, in accordance with the [Quality Record Register](#).

8 Documentation

[QP02-01 Quality Record Register](#)

[QP03-01 Audit Schedule](#)

[QP03-02 Audit Checklist](#)

[QP03-03 Audit Report](#)

BAIRSTOW BROTHERS (1985) LTD			AMENDMENT SHEET	
Document Ref.		QP03-Internal Audit		
Date	Issue. No	Details of amendment(s)	Approved by	Position
06/04/06	1	First issue	Neil Kendall	Project Manager