

Internal Audit

Aim

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

Scope

This procedure applies to internal auditing of all documented activities of the Organisation.

Responsibility

All staff	Co-operation with internal auditor
Internal Auditors	Carry out audits
Management Representative	Prepare audit plan, carry out and co-ordinate audits
Managers/Supervisors	Take corrective action on non conformities
Management Team	Review internal audit findings at management review

Method

Scheduling of Internal Audits

The Management Representative will prepare the Internal Audit Plan, which will cover a period of six to twelve months ahead. The audit schedule is maintained within the Audit Register of the Document Management System software.

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

Internal Auditors

The Management Representative will be the senior auditor but other staff will receive training for internal auditor roles. As a general rule, an internal auditor will not conduct audits within a department where they have direct responsibilities.

Auditing Activities

Auditors will first review the outcome of any previous audit of the topic and check that there are no outstanding corrective or preventative actions.

Auditors use the Audit & Action software as follows:

- Select the specific audit to be conducted from the Audit Register
- Prepare the audit checklist
- Record audit findings
- Identify areas where operations do not conform to the requirements of the management system.
- Record audit results
- Create the formal audit report
- Report on any issues of detected non-conformity or suggested improvements to the system.
- Raise Reviews as required.

The issues raised by the audit will be discussed between the Manager/Supervisor and the Management Representative and corrective action will be proposed for any nonconformities.

A Review will be completed for each non-conformity that was detected and the Manager/Supervisor will implement corrective action.

A Review will be raised for all audit items assessed as failing to satisfactorily meet the criteria.

Audit items identified as Observations are noted for information. Reviews are raised at the discretion of the Management Representative.

The "Internal Audit Report" will be filed by the Management Representative for reference prior to the next audit in that department.

Follow-Up

The Management Representative 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 Management Team for consideration at the next Management Review meeting.

Reports to Management

The Management Representative shall prepare a brief report summarising audits carried out, the findings and resulting corrective actions and submit it to each Management Review meeting for discussion.

Performance

- Meet scheduled milestones.