



Administrative Change Management

Version	Date	Approved By	Summary of Changes
01	6/4/2026	Wesley King	Initial Release

1. Introduction

Our ISO quality management system needs to be audited on a systematic basis to ensure that their requirements are being satisfied in practice and that they continue to address the company's and the Standards' requirements.

2. Scope

This procedure includes planning and carrying out internal audits to verify that the company's and the Standards' requirements are being properly addressed and executed.

3. Responsibility

It is the responsibility of top management to ensure that:

- An internal audit program is prepared to cover all elements of our management systems.
- Suitable personnel are allocated to carry out the internal audits.

It is the responsibility of the internal auditor to plan and carry out the audits, identify and document all nonconformances and follow-up to ensure that corrective actions are defined and executed, and that the nonconformance is corrected.

4. Procedure

Planning

- An internal audit program is prepared to schedule audits at planned intervals to determine if the company's management systems conform to the standards' requirements and the requirements of the company.
- Define the scope and audit criteria for each audit.
- Assign auditors to conduct audits and ensure objectivity and impartiality of the audit process.

Conducting the Audit

- The auditor will carry-out the audits in accordance with the audit program.
- The audit will take into consideration the importance of the processes concerned, changes affecting the organization, and the results of previous audits.
- If the internal auditor believes that a procedure or method of working is not meeting its intended objectives, could be improved or that further information is required, it will be documented in the Findings Section of the audit report and discussed with the appropriate manager.
- Supplemental notes will be taken as supporting information and identification for records checked, e.g., contract numbers, purchase orders, etc.

Reporting and Closing Out Nonconformances

- The internal auditor is responsible for following up on root cause analysis and determination, corrective actions implementation review and reporting audit findings at management system review meetings.

5. Related Documentation

QMS REC 04 Internal Audit Schedule

QMS REC 05 Internal Audit Report