

**1.0 Purpose**

1.1 To establish a procedure for the conducting periodic internal audits of the quality system.

**2.0 Scope**

2.1 This procedure covers all parts of the quality management system, including the quality manual and procedures.

**3.0 Responsibility and Authority**

3.1 The Quality Manager has responsibility and authority to ensure this procedure is followed. He may delegate tasks to qualified personnel as needed.

**4.0 Procedure**

4.1 Frequency and schedule

4.1.1 Internal audits are conducted a minimum of once per year, and are completed in advance of management review meetings. Internal audits are one of the inputs to management review meetings.

4.2 Methodology

4.2.1 Prior to an audit an audit plan is established to identify the activities to be audited, the dates of the audit and the auditor(s) assigned. The activities are determined based on the requirements of the audit schedule. The Quality Manager chooses internal auditors that are appropriately trained, qualified, and independent of having responsibility for the audited activity.

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