

AUDIT PROCEDURES

Section 1: Aim of the Procedure

The aim of this procedure is to determine the effectiveness of the management system and to verify that the company's quality activities meet the requirements of the quality system.

Section 2: Responsibilities

It is the responsibility of the Management Representative or his designated representative to ensure that audits are carried out to the Internal Audit Plan and that non-compliances are acted upon in a timely manner.

Section 3: Related Documents

Internal Audit Plan spreadsheet
Improvement Note System
Internal Quality Audit Form

Section 4: Procedures

The company operates its auditing based on an annual audit plan. The plan is created and maintained by the Management Representative or his designated representative.

Suitably competent auditors carry out the audits as per the plan. The auditors plan the audit and record their findings. The findings of any previous audit should be considered when planning, these are filed in the main office as hard copy.

The *Internal Quality Audit Report, form QAREP01* for the common procedures and quality specific procedures is printed from the Internal Audit Plan spreadsheet, then completed summarising the results of the audit. Non-conformances must be recorded on the Pro-forma Improvement Note at the time of the audit, and signed and accepted by the area representative. The agreed close out date for the corrective action is recorded on the Improvement Note System.

Health Safety and Environmental audits are carried out on their own specific forms.

The Audit Report forms and any Pro-forma Improvement Notes raised are returned to the Management Representative or his designated representative who updates the audit plan and monitors Improvement Note deadlines and re-audit results.

Section 5: Auditor Competence

External audits must be undertaken by certified External Auditors with qualifications and experience relevant to the field of the audit.

Internal safety audits must be undertaken either by employees with relevant qualifications (such as NEBOSH general certificate, Vehicle Maintenance NVQ) or in-depth experience with the works.