

Weather and Environmental Services - QMS Manual

Document Title: Internal QMS Audits		Document Owner: Firstname Surname	
Document Level: Process Description	Reference No.: Q2-822-01	Revision: 10A	Page: 1 of 4 pages

1.0 SECTION ONE – INTRODUCTION

1.1 Purpose

The purpose of this procedure is to ensure that:

- Internal quality management system audits are defined, planned, scheduled and conducted.
- WES's activities are reviewed for compliance with predefined processes and the ISO 9001:2008 standard.
- Noncompliance and opportunities for improvement to the management system are identified and responsible managers are informed.

1.2 Scope

This procedure applies to the internal auditing of all elements of WES's Quality Management System. All elements and all sites will be audited at least once per registration cycle.

1.3 Information 'Turtle'

Inputs: ♦ Scheduled QMS internal audits	Outputs: ♦ QMS audit reports
Process Requirements: ♦ N/A	Process Metrics: ♦ Compliance with schedule including the number of audits conducted
Human Resources: ♦ Qualified Auditors ♦ Sufficient number of responsible persons	Equipment: ♦ ArcGIS
Linked Processes / Documents: ♦ QF-822-01, Audit report ♦ Auditor Availability List form ♦ Audit Schedule ♦ QF-822-02, Audit Checklist form ♦ QF-822-03, Audit Initiation form ♦ Q3-822-01, Internal audit planning and procedures	Associated Records: ♦ Audit Reports ♦ CPAR ♦ Audit Schedule ♦ Databases ArcGIS

Approval Authority: Manager, QMO	Approved by: Firstname Surname	Date: 2015-04-20
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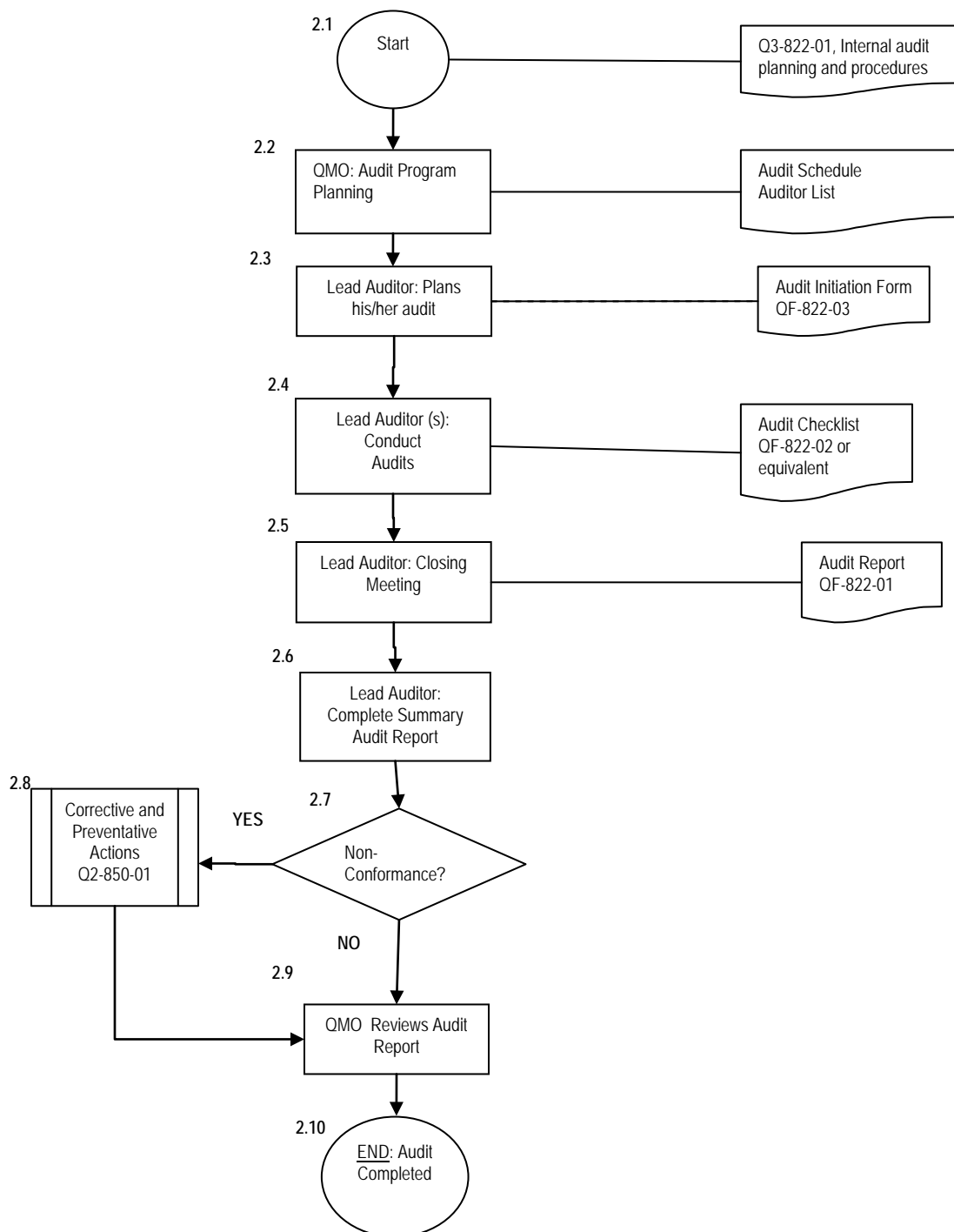
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2.0 SECTION TWO - PROCESS FLOWCHART



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PROCEDURE NOTES

- 2.1 The audit plan is established by the Quality Management Office. The auditors follow Q3-822-01 through the process.
- 2.2 Quality Management Office establishes an audit schedule in consultation with the process owner, and assigns a lead auditor for the various audits in the plan schedules the audit and informs the Process Owner once posted on ECollab.
- 2.3 Lead Auditor prepares for audit. QF-822-03 sent to Process Owner with copy to ISO mailbox.
- 2.4 Lead Auditor conducts audit activities and records findings and evidence on audit checklist or equivalent. Gather evidence and summarize the audit findings.
- 2.5 Lead Auditor conducts a closing meeting with auditee representatives, presenting the audit findings.
- 2.6 Lead Auditor drafts the audit report for QMO review.
- 2.7 Lead Auditor makes recommendation to QMO if any of the findings require a Corrective and Preventative Actions Report by providing related evidence; QMO initiates the CPAR if necessary.
- 2.8 Corrective and Preventive Actions process is triggered, Q2-850-01.
- 2.9 Quality Management Office reviews the audit report and findings.
- 2.10 Audit completed.

3.0 SECTION THREE – SUPPLEMENTAL INFORMATION

3.1 Procedural Responsibilities

QMO – Staff in the Quality Management Office.

Lead Auditor – Employee who has been assigned by the QMO to lead a team of internal auditors.

Process Owner – Person who is responsible for the process being audited.

3.2 Definitions

CPAR – Corrective or Preventive Action Request

QMS – Quality Management System

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SECTION FOUR – DOCUMENT HISTORY

Approval

Initials	Name	Role	Approval Date
JV	Firstname Surname	Director	2009-09-02

Detailed History of Changes

Rev#	Date	State	Initials	Description of Changes
1Dv01	2006-10-02	Draft	BBC	The document is initiated.
1Dv02	2006-11-17	Draft	JSC	Document is revised following review by BBC and JSC
1A	2006-12-20	Approved	EAB	Draft changed to approved 1A
2Dv01	2007-04-28	Draft	EM	Draft changes in response to pre-assessment audit
2Dv02	2007-05-09	Draft	EM	Draft changes in response to Quality Management Office review
2Dv-03	2007-05-15	Draft	EM	Draft changes in response to Quality Management Office review
2A	2007-05-24	Approved	JSC	Draft changed to approved 2A
3A	2008-05-02	Approved	EM	Changes to reflect QF-822-03, Audit Initiation Form
4A	2009-08-28	Approved	DL	Revised to recognize 2008 version of standard
5A	2010-05-26	Approved	EM	Updated to remove reference to OP and correct document owner
6A	2011-04-08	Approved	PT	Updated to update document owner (Alain Boisvert); no other change.
7Dv01	2013-04-11	Draft	LCD	Document revised to ensure that it reflects all WES/WSC documentation procedures; reorganization of the flowchart; removed a big part that didn't reflect the recent updates of QMS.
7A	2013-04-17	Approved	AB	Approval.
8Dv01	2014-04-08	Draft	Eh	Modified arrows in Flowchart to fit ISO9001 guidelines, updated dates and revision number
8A	2014-04-08	Approved	AB	Approval
9A	2014-06-26	Approved	AB	Corrected typos
10A	2015-04-20	Approved	AB	Reviewed and maintain status quo, process subject to change due to release of ISO 9001:2015 standard.

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