Purpose:

This procedure describes the internal audit itself.

Procedure:

The internal audit duration varies from audit to audit as decided in the pre-internal audit preparations. The audit events are pre-scheduled in the Internal Audit Agenda.

See Pre Internal Audit Procedure QASMI02001

Opening Meeting

The internal audit begins with a general Opening Meeting.

- The Team Leader conducts the opening meeting using the Internal Audit Opening Meeting Template QASMI02002a to review scope of audit, can review previous audit records, confirm audit plan and answer any questions.
- All staff involved in scope of audit should be invited including management staff
- The Team Leader will record attendees.
    - Use Internal Audit Opening and Closing Meeting Form QASMI02002b

Documentation required: Record of attendees, Completed Opening Meeting Template or Meeting minutes

Auditing

Auditing will occur as predetermined in the audit schedule. Changes to the schedule may be altered by the Team Leader if needed.

- Assessors will audit assigned areas using their checklists by
    - Conversation
    - Observation
    - Sampling of records
    - Review of documentation
- Assessors will note if requirement is Compliant, Not Applicable or Non-Conformant with objective notes and evidence. All findings should be documented on their audit checklists.

- Checklists will be given to the Team Leader when complete.

Documentation required: Completed Checklists

Post Auditing: See Post Internal Audit Procedure

Related Documents:

Document Title	Document Number
Internal Audit Process	QASMI02000
Pre Internal Audit Procedure	QASMI02001
Internal Audit Assessor Checklist Coverpage	QASMI2001b
Internal Audit Opening Meeting Template	QASMI02002a
Internal Audit Opening and Closing Meeting Form	QASMI02002b
Internal Audit Procedure	QASMI02002
Internal Audit Report Form	QASMI02003a
http://mshplmapp07/P3lite/DOCS/D0024043.pdf	QASMI02003

Record of Edited Revisions

Manual Section Name: Internal Audit Procedure

Page Number / Item	Date of Revision	Signature of Approval
Revised "Frequency" as minimum annually	November 26, 2008	Dr. T. Mazzulli
Annual review	August 20, 2009	Dr. T. Mazzulli
Annual Review	August 30, 2010	Dr. T. Mazzulli
Annual Review	May 31, 2011	Dr. T. Mazzulli
Annual Review	May 31, 2012	Dr. T. Mazzulli
Annual Review	May 31, 2013	Dr. T. Mazzulli
Expanded Scope and Scheduling of audits	June 3, 2014	Dr. T. Mazzulli
Annual Review	June 3, 2014	Dr. T. Mazzulli
Changed QMPLS to IQMH	April 15, 2015	Dr. T. Mazzulli
Annual Review	April 15, 2015	Dr. T. Mazzulli
Annual Review Updated Procedure from QASMI02001 to QASMI02002. Separate pre and post internal audit into separate documents. Updated audit procedure.	April 15, 2016	Dr. T. Mazzulli
Beginning of procedure added link to pre-internal audit procedure. Added link to post-audit procedure at end of procedure Updated MSH logo in header	June 9, 2016	Dr. T. Mazzulli
Annual Review	April 15, 2017	Dr. T. Mazzulli
Annual Review	April 15, 2018	Dr. T. Mazzulli
Minor formatting changes, no procedure or wording changes.	June 21, 2018	Dr. T. Mazzulli
Minot formatting change	August 8, 2018	Dr. T. Mazzulli