Internal Audit Plan

Coordinate the list of QMS processes with the Quality System Process Map diagram and the Quality System Process Matrix in the Quality Manual.

Refer to *Procedure QP802: Internal Quality Audits*

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| Audit Cycle | | (starts after management review) | Start Date: | | | End Date: | |
|  | |  | | | | | |
| Quality Management System Process (ref QM 4.1.1) | | | | Auditor | Audit date | | Additional date |
| 1 | Product Info., Quotations and Orders | | |  |  | | Additional audit of critical/poorly performing processes. |
| 2 | Product Design | | |  |  | |  |
| 3 | Production and Quality Planning | | |  |  | |  |
| 4 | Purchasing and Receiving | | |  |  | |  |
| 5 | Production | | |  |  | |  |
| 6 | Labelling, Packaging, Shipping and Distribution | | |  |  | |  |
| 7 | Monitoring and Measurement of Products | | |  |  | |  |
| 8 | Monitoring/Measurement of QMS (Internal Audits) | | |  |  | |  |
| 9 | Monitoring Customer Feedback and Satisfaction | | |  |  | |  |
| 10 | Management Policies, Planning and Commitments | | |  |  | |  |
| 11 | Management Review | | |  |  | |  |
| 12 | Human Resources (Training and Awareness) | | |  |  | |  |
| 13 | Plant, Facility and Equipment | | |  |  | |  |
| 14 | Information Resources (Document Control) | | |  |  | |  |
| 15 | Measuring/Monitoring Devices | | |  |  | |  |
| 16 | Corrective/Preventive Action & Cont. Improvement | | |  |  | |  |
|  | Add additional processes as required | | |  |  | |  |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
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| Doc. No. | Document Title |
| QP802 | Internal Quality Audits |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
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| Doc. No. | Document Title |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.