# Implementation Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Begin internal auditing (ISO 9001:2015 Clause 9.2) | Perform an elemental internal audit of selected functions and areas using the internal audit programme and the audit checklists. | Internal Auditors  Process Owners  Management  Representative | * Internal audit reports * Internal audit checklists * Internal audit programme * Corrective action reports with root-cause analysis findings |

# Implementation Checklist

|  |  |
| --- | --- |
| **Description** | **Evidence** |
| Ensure that the auditors do not audit their own functions or processes. |  |
| Ensure that all staff are provided with adequate resources and lead time to prepare for and under-go the audit. |  |
| Check that the Internal Auditors have received an approved copy of the internal audit programme. |  |
| Check that the Internal Auditors are aware of the scope and criteria for each audit. |  |
| Check that the Internal Auditors are using the internal audit checklist and have adapted it for the specific function being audited. |  |
| Check that the Internal Auditors are reporting the audit results to the Management Representative. |  |
| Check that the Management Representative assists the process owners in determining root-causes and finding solutions to problems. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |