



	Activity	Responsibility	Other Processes
PLAN	Internal audit to be conducted at six monthly frequency.	MR	Always maintain the QMS record.
	Plan <u>Internal audit</u> and prepare <u>schedule</u> . Intimate min. 8 days prior to all units and process owners.	MR	Note internal audit schedule and be ready
DO	Ensure competent and cross functional auditors are selected from the <u>list of trained internal auditors</u> .	MR	
	conduct audit as per schedule and record findings. Cover all applicable clauses of <u>ISO 9001-2015</u> & record findings in <u>internal audit backup sheet</u> .	Auditor	Face the audit and co-operate with auditor
	Raise <u>NCR</u> if a non conformity is observed.send the NCR's to the auditee and receive proposed actions with target date.MR to ensure the timelessness of corrective / preventive actions.	Auditor	Take prompt correction & corrective action on identified NCs & ensure closure of the NC.
	Prepare a <u>summary of the internal audit</u> identifying process- wise no. of NCRs	MR	Ensure continuing conformance of system
CHECK	Determine root cause of the NCs after correction .	Auditee	
	Decide CA to avoid recurrence of NC & also consider it's application in other related areas.	Auditee	
	Close the NCR's based on satisfactory actions and verification of objective evidences on target date agreed by the Auditee.	Auditor	
	Review the CA in the Management Review meeting.	MR	
ACT	Decide which processes need more efforts to strengthen the QMS .	MR	
	Monitor the continuation of corrective/preventive actions in the next audit	Auditor	

Note - Underlined text above indicates documents & records..

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Page: 1/1

ISO 9001:2015 Clause 9.2

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