	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-IQA-06-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>5</b>
		PAGE NUMBER	<b>1 of 4</b>
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	<b>26 July 2023</b>
SUBJECT	<b>INTERNAL AUDIT</b>		

## 1.0 OBJECTIVE

To ensure continuous compliance to DOST Regional Office No. IX's established requirements in accordance with the ISO 9001:2015 standard, statutory and regulatory requirements.

## 2.0 SCOPE

This procedure covers all internal audit activities from the preparation of internal audit *plan* up to conduct of audit, monitoring and review including the risks and opportunities associated with the process

## 3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.

## 4.0 DEFINITIONS

**Lead Auditor** - refers to the person who has the competence to lead the Audit team. He/She is responsible in implementing the activities stated in the Audit Plan and prepares the Consolidated Audit Findings and Summary of Nonconformities after the audit.

**Observers** – designated personnel with potential internal quality audit skills. Tapped to assist the Internal Quality Auditors in conducting internal audit.



**Nonconformity and Corrective Action Report (NCAR)** – form used for the disposition of nonconformities.


## 5.0 RECORDS

- *FM-IQA-06-F01* Notice of Audit
- *FM-IQA-06-F02* Audit Checklist
- *FM-IQA-06-F03* Application for Internal Quality Auditor
- *FM-IQA-06-F04* Internal Quality Auditor Performance Rating
- Consolidated Audit Findings
- *Consolidated Opportunities For Improvement*
- *FM-QMR-06-F01* Nonconformity and Corrective Action Report (NCAR)

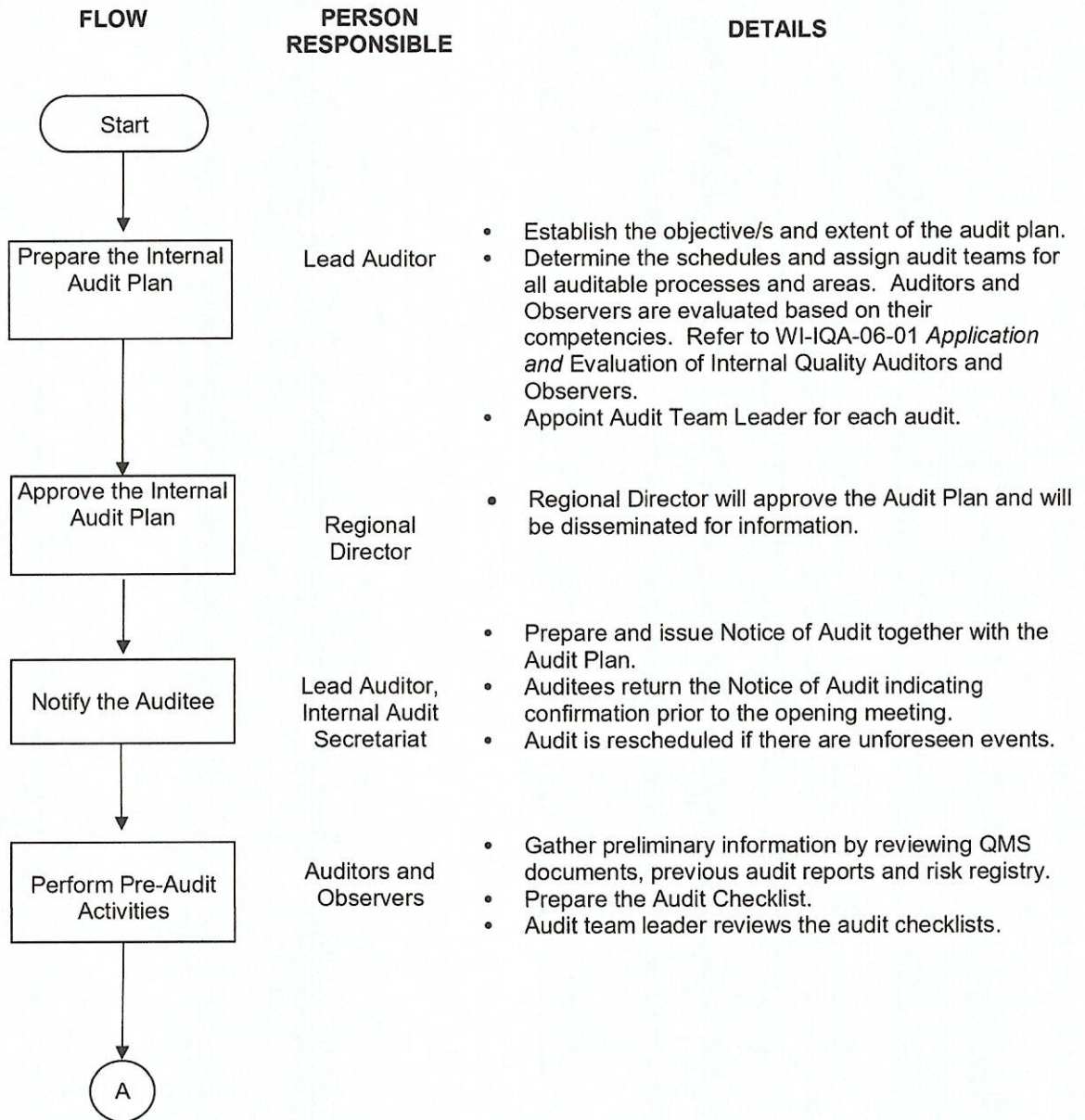
## 6.0 REFERENCES



- Audit Plan
- Special Order
- PM-IQA-06-04 Corrective Action
- WI-IQA-06-01 *Application and Evaluation of Internal Quality Auditors and Observers*
- ISO 9001:2015 Standard
- ISO 19011:2002 Standard

Prepared by:  Lead Auditor	Approved by:  Quality Management Representative
---	--

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-IQA-06-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>5</b>
		PAGE NUMBER	<b>2 of 4</b>
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	<b>26 July 2023</b>
SUBJECT	<b>INTERNAL AUDIT</b>		


## 7.0 PROCEDURE

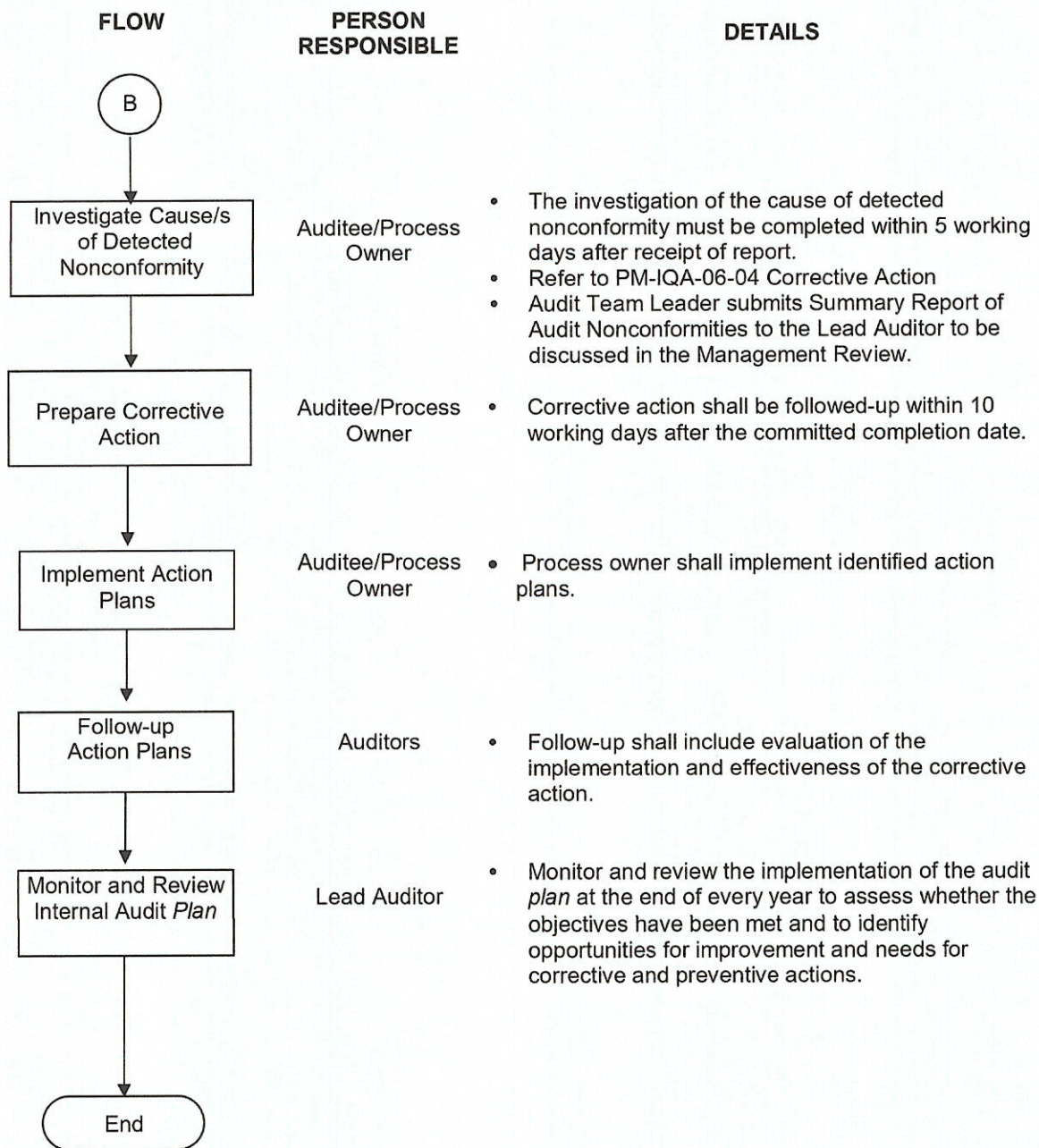




Prepared by:  Lead Auditor	Approved by:  Quality Management Representative
---	--





	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-IQA-06-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>5</b>
		PAGE NUMBER	<b>4 of 4</b>
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	<b>26 July 2023</b>
SUBJECT	<b>INTERNAL AUDIT</b>		



Prepared by:	Approved by:
 Lead Auditor	 Quality Management Representative