	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-IQA-06-01
	WORK INSTRUCTIONS	REVISION NUMBER	3
		PAGE NUMBER	1 of 1
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	21 July 2023
SUBJECT	APPLICATION AND EVALUATION OF INTERNAL QUALITY AUDITORS AND OBSERVERS		

PERSONS RESPONSIBLE:



Lead Auditor, Internal Audit Core Team

STEPS:

- 1.0 Require applicant to fill-up Application for Internal Quality Auditor *FM-IQA-06-F03*. For Internal Audit Observers, the IQA Core Team must identify and deliberate from the regular personnel potential Internal Auditors as Observers.
- 2.0 Evaluate qualification based on the established Qualification Matrix for Selection of Auditors.
- 3.0 Issue a Special order on the designated Internal Quality Auditors and Observers
- 4.0 Add name to the List of Qualified Internal Quality Auditors to be approved by the Regional Director.
- 5.0 Evaluate Internal Quality Auditors and Observers' performance after every conducted audit. Use Internal Quality Auditor Performance Rating *FM-IQA-06-F04*.
- 6.0 If performance rating is below satisfactory, provide necessary intervention.

QUALIFICATION MATRIX FOR SELECTION OF AUDITORS AND OBSERVERS

PARAMETER	AUDITOR/OBSERVER	LEAD AUDITOR
Educational Attainment	College Level	College Graduate
Total Work Experience	Minimum of 6 months	Minimum of 1 year
Auditor's Training	<ul style="list-style-type: none"> ▪ ISO Awareness ▪ Internal Quality Audit Seminar 	<ul style="list-style-type: none"> ▪ ISO Awareness ▪ Internal Quality Audit Seminar

Prepared by:  Lead Auditor	Approved by:  Quality Management Representative
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