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	QUALITY MANUAL	REVISION NUMBER	1
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	SECTION	EFFECTIVITY DATE	01 July 2023
SUBJECT	INTERNAL AUDIT		

The Internal Audit Team is responsible for planning and implementing internal audits in order to verify whether the quality management system conforms to the planned arrangements of the quality management system and the requirements of ISO 9001:2015. The Internal Audit Team also ensures that the QMS is effectively implemented and maintained.

An audit program is planned and conducted at least once a year, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits *and identified risk and opportunities*. The Audit Plan defines the audit criteria, scope, frequency, and methods of audit. Auditors are selected based on competence. Objectivity and impartiality of the audit process is ensured in the selection of auditors and conduct of audits. They are not allowed to audit their own work.



The responsibilities and requirements for planning and conducting audits and for reporting results and maintaining records are defined in PM-QMS 06-02 Internal Audit.

The auditors ensure that the auditees take appropriate corrections and corrective actions without undue delay and that the results of the audits are reported to the Top Management.

The Division / Section / Unit Heads responsible for the area being audited ensure that improvement actions are taken without undue delay in response to internal audit results.

Follow-up activities include the verification of the actions taken and the reporting of the verification results. Internal audit reports include evidence of excellent performance in order to provide opportunities for recognition by management and motivation of people.

The Internal Audit Team Leader retains documented information as evidence of the implementation of the audit program and the audit results.

Prepared by:  Quality Management Representative	Approved by:  Regional Director
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