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### 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:	<b>\</b> . /	Approved by:
	Lead Auditor	Quality Management Representative

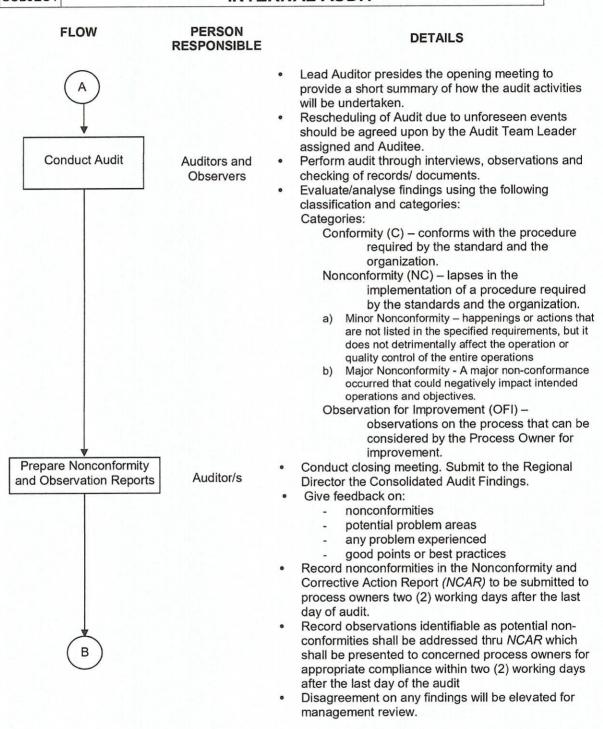
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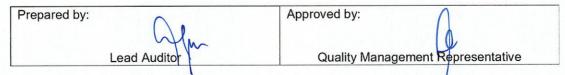
## 7.0 PROCEDURE

**FLOW PERSON DETAILS** RESPONSIBLE Start Establish the objective/s and extent of the audit plan. Prepare the Internal Determine the schedules and assign audit teams for Lead Auditor Audit Plan all auditable processes and areas. Auditors and Observers are evaluated based on their competencies. Refer to WI-IQA-06-01 Application and Evaluation of Internal Quality Auditors and Observers. Appoint Audit Team Leader for each audit. Approve the Internal Regional Director will approve the Audit Plan and will Audit Plan Regional be disseminated for information. Director Prepare and issue Notice of Audit together with the Audit Plan. Lead Auditor. Auditees return the Notice of Audit indicating Notify the Auditee Internal Audit confirmation prior to the opening meeting. Audit is rescheduled if there are unforeseen events. Secretariat Gather preliminary information by reviewing QMS documents, previous audit reports and risk registry. Auditors and Perform Pre-Audit Observers Prepare the Audit Checklist. Activities Audit team leader reviews the audit checklists.

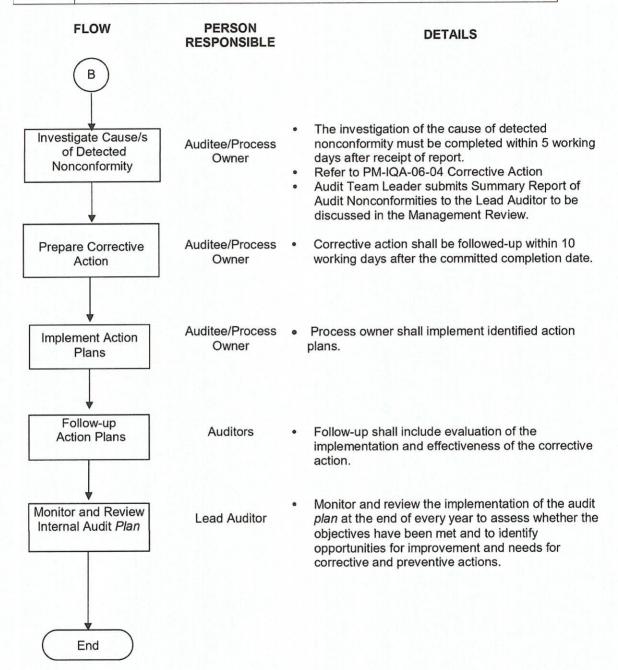
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Lead Auditor	Quality Management Representative

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Lead Auditor	Quality Management Representative