① **Management Review** | **Requirements** | **Audits Follow Up**

② Audit Scope

③ Audit Frequency ← Audits Program

Open Points?

④ No

Yes

Adjust Audit Frequency

Formalize Audit Program ← Audits Program

⑤ Allocate Resources ← Qualified Auditors

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1. Internal Audits Inputs (Board)
Consider all inputs from all stakeholders, specific requirements and last audits outputs.

2. Audit Scope (IMS Manager)
The scope of the audit must be aligned with ADDVOLT Process Map and procedures.

3. Audit Frequency (IMS Manager)
The audits frequency is a dynamic process, allways in line with global KPI´s of the company, outputs from management review and assuring that all ADDVOLT process are audit during a 3 years cycle.Allways recorded into the Audits Program (INSERT TEMPLATE LINK)

4. Open Points? (IMS Manager)
The last audits records must be analysed to understand the existance or not of open points

If there are open points from last audits, the audit frequency must be adjusted to give answer to that points, updating and formalize the audit program.

If there are no open points, the audit program just need to be formalize.

5. Allocate Resources (IMS Manager)
According the Audit programm needs, the internal auditors or subcontracted ones, are allocated according their qualifications for each audit type.