



Revision	Reason for change	Date	Approval
A	Initial Release	5/20/03	PJM
B	Update for AS9100	1/20/05	PJM

Scope: This document is intended to define the requirements of the internal audit program at Brendell Manufacturing. The elements of the program that will be discussed are: the basis or audit criteria, audit schedule, frequency of audits, qualifications of personnel performing the audits, the format for reporting the results, and corrective action policy.

Purpose: The purpose of this document is to assure conformance to existing procedures and policies and to determine the effectiveness of those procedures and policies.

Reference documents:

BMP-105 Process Improvements

Qform-203 Audit report

Qform-210 Audit schedule

AS 1900 Section 8.0

1.0 Audit basis

The majority of audits within the scope of this document shall be Process Audits. The criteria or basis material for the audit will, in most cases, be the Brendell Manufacturing Procedures (BMP-documents) Process Flows BMF-Documents and the associated forms. Compliance to these documents shall be the baseline for identifying audit findings.

The audit criteria may also be based upon any observed discrepancy either detected in-house, by a customer or through the Non Conforming Material Control BMP -007. In this case a Product audit may be undertaken to determine what process may have led to the Product non-conformity.

2.0 Audit schedule

The audits will be scheduled on an annual basis. The planning process for the audit schedule will take into account past audit findings, as well as processes that have a greater affect on delivered product. An audit schedule will be created for each calendar year as noted in the example in Table (1)

Deviations from this schedule may occur based upon needs as defined in section (1) above.

3.0 Auditors qualifications

Any individual conducting internal audits shall possess the adequate skills and training needed to perform the audits in a competent and professional manner. This training may be in-house training provided by the Quality Administrator or be obtained at third party outside sources



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4.0 Audit execution

All audits will be performed in a professional manner. Notification of the audit will be made to the affected area personnel. These personnel will be informed of the date and time of the audit and what specific procedures will be used as the basis. Upon execution of the audit, all issues will be noted on the audit report form Qform-203.

Audit issues will be characterized as follows:

Comments: Comments are areas noted for possible improvements that could save time or increase effectiveness of a system. These comments are issues that if not addressed will have no impact on desired results of the Quality Management System (QMS)

Observations: Observations are potential non-conformities that may lead to failures of the QMS. These observations are also areas of improvement intended to prevent non-conformities in the QMS or delivery product.

Finding: A finding is an observed violation of the QMS process and procedures that will create or has created non conformities in the products if not corrected.

5.0 Corrective action policy

All Audit comments observations and findings will be documented on the Audit report Qform-203. This report will be discussed with area personnel to clarify and assure understanding of the nature of the report. Only findings will require a written statement of corrective action from the audited area. After a reasonable implementation time verification shall be made that the finding has been corrected.

Audit results will be summarized for each management review. Observed trends will be identified as well as significant chronic failures of the QMS. The management team will develop preventive action plans as an output of the management review.



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Table (2) Audit Report Example

Date:	Audit Criteria
Audit performed by:	Signature:
Contact personnel and Job titles:	
Contact personnel and Job titles:	
Documents reviewed:	
Note all Audit comments, Observations and Findings:	
Corrective action plan: <i>(to be completed by responsible area)</i>	
Individual responsible for corrective action implementation:	
Name:	Signature
C/A Due date:	Audit report closed date:
C/A: Verified? y/n	Signature: