**M09 Internal Audit**

Introduction

The organisation’s Integrated Management System needs to be audited on a systematic basis to ensure that the planned arrangements are being met in practice and that it continues to meet applicable requirements of ISO9001 and ISO 45001.

Scope

This procedure details the method of planning and carrying out the internal audit to check that the organisation’s procedures are being followed.

Responsibility

It is the responsibility of the Directors to ensure that:

1. An internal audit programme is prepared to cover all elements of the Integrated Management System.
2. Suitable personnel are allocated to carry out the internal audits.

It is the responsibility of the Internal Auditor to carry out the audits, identify any Non-Conformances and follow them up to ensure that they are corrected.

Procedure

Planning

* + 1. An internal audit programme must be prepared covering all elements of the Integrated Management System. The programme will be structured in such a manner as to ensure each procedure is audited at least annually.
		2. Suitably trained auditors must be assigned to carry out the audit of each element of the system. Note that the auditor should be independent of the work or area being audited.
		3. Additional audits may be scheduled where problems or deficiencies have been found.

Conducting the Audit

* + 1. The Internal Auditor(s) will carry out the audits in accordance with the programme.
		2. Using the procedure itself as the guide, each element will be checked to ensure that its requirements are being met and that the overall purpose of the procedure is being fulfilled.
		3. Written notes on variances, Non-Conformance and omissions will be taken and circulated for action to appropriate personnel.
		4. Supplementary notes will be taken of supporting information and records checked, e.g. job numbers, purchase orders.

Reporting and Closing Out Non-Conformances

* + 1. The Internal Auditor will be responsible for following up designated actions and for the making of information on incomplete items available to the Management Review Meeting.
		2. If the Internal Auditor believes that any procedure or method of working is not meeting its intended objectives, could be improved or that further information is required, it will be discussed with the appropriate manager and Corrective Action taken. This will be reported to the Management Review Meeting.