INTERNAL QUALITY AUDITS

1.0 GENERAL

1.1 The Internal Quality Auditing procedures (QP-1700 series) define the method for planning and executing an internal quality auditing process to verify that practices match the documented quality system, that the quality system meets ISO 9001:2008 requirements, and that the system is effective.

1.1.1 Internal Quality Auditing (QP-1700) applies to all branches

1.1.2 ISO/IEC 17025 Internal Audits (QP-1710) applies to 17025 Branches.

1.2 Internal audits are performed to an audit schedule, which is based on the status and importance of the areas audited, as well as prior audit results. Audits are conducted by trained auditors, who are independent (i.e. not directly responsible) of the area audited ensuring objectivity and impartiality. The audit criteria, scope, and methods are defined in QP-1700.

1.3 Audits are recorded, as defined in QP-1700, and are reported to personnel having responsibility for the area audited.

1.4 Personnel responsible for the area being audited are assigned to take timely actions on any corrective actions identified and their causes. All corrective actions are verified, with a follow up audit, to confirm that the deficiency identified was effectively corrected.

1.4.1 When audit findings cast doubt on the validity of the lab’s calibration or test results, the issue is handled as defined in QP-1710.

1.5 Audit records are maintained as defined in QP-1600.