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**1.0 PURPOSE :**

To define the responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records shall be defined in a documented procedure

**2.0 SCOPE :**

Applicable to all aspects of the established quality system of EMCO.

**3.0 REFERENCES :**

- IA00 - 401 Format - "Internal Quality Audit Plan"
- IA00 - 402 Format - "Audit Schedule"
- IA00 - 403 Format - "Internal Quality Audit Report" ( IQA - Report )
- IA00 - 404 Format - "Internal Quality Audit - Corrective Action Report" ( IQA - CAR )
- IA00 - 501 List - "Internal Quality Auditors"

**4.0 ANNEXURES :**

- Annexure A - Process Maps & Flow-Charts
- Annexure B - Records Table



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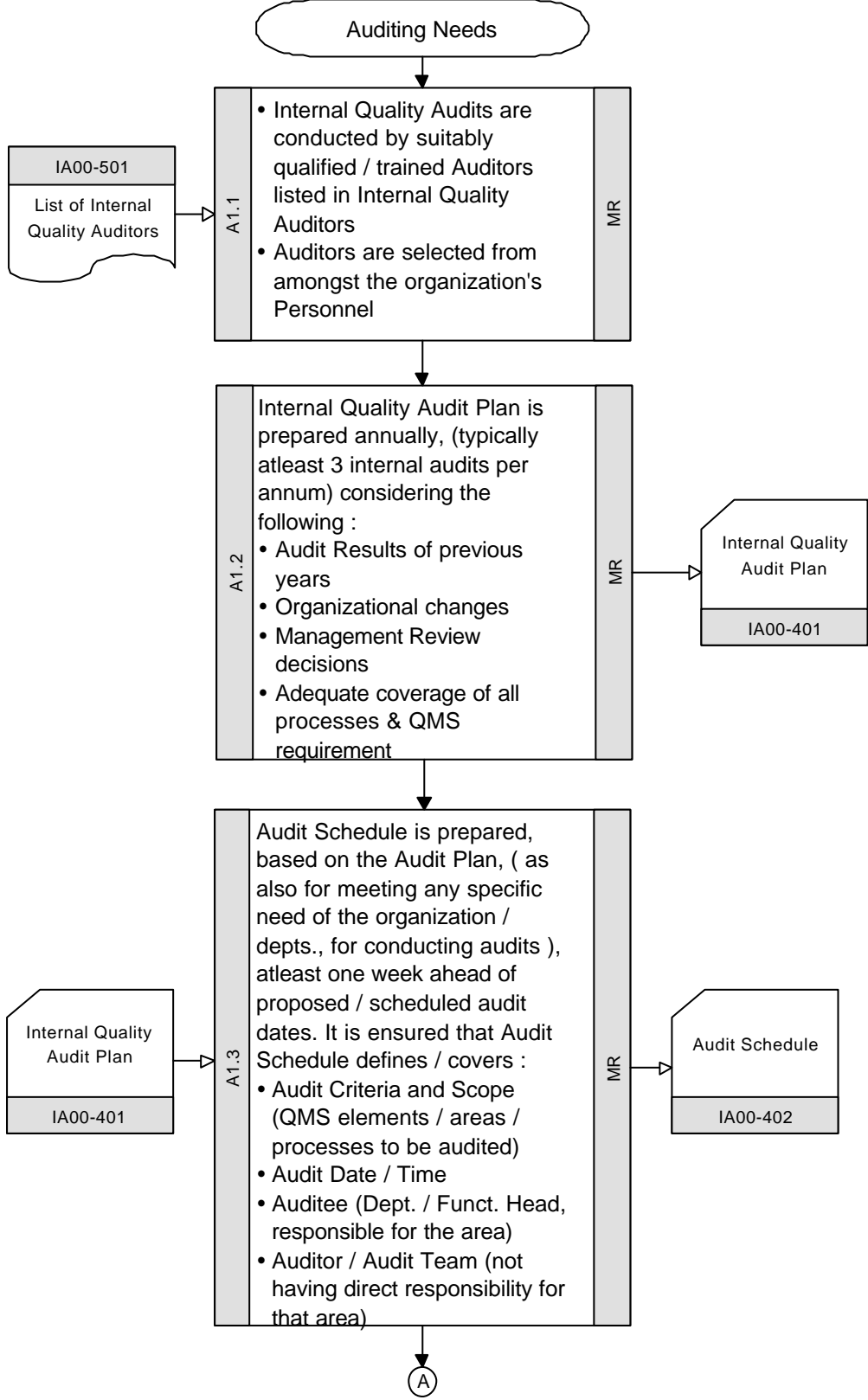
**Annexure A - PROCESS MAPS & FLOW-CHARTS**

<b>Process Owner :</b> <ul style="list-style-type: none"> <li>• MR</li> </ul>	<b>Process Controls :</b> <p style="text-align: center;">---</p>	<b>Process Goals (Targets) :</b> Atleast 1 opportunity for improvement per audit
<b>Process Inputs :</b> <ul style="list-style-type: none"> <li>• Previous IQA results</li> </ul>	<b>Process Name :</b> Internal Quality Audit	<b>Process Outputs :</b> <ul style="list-style-type: none"> <li>• IQA Report</li> <li>• IQA Corrective Action Report</li> <li>• Audit result analysis</li> </ul>
<b>Process Verification :</b> <ul style="list-style-type: none"> <li>• Through Auditing and Process Performance Measures</li> </ul>	<b>Process Resources (Means):</b> <ul style="list-style-type: none"> <li>• Qualified Trained Auditors</li> </ul>	<b>Process Measures (Metrics) :</b> No. of opportunities for improvement per audit



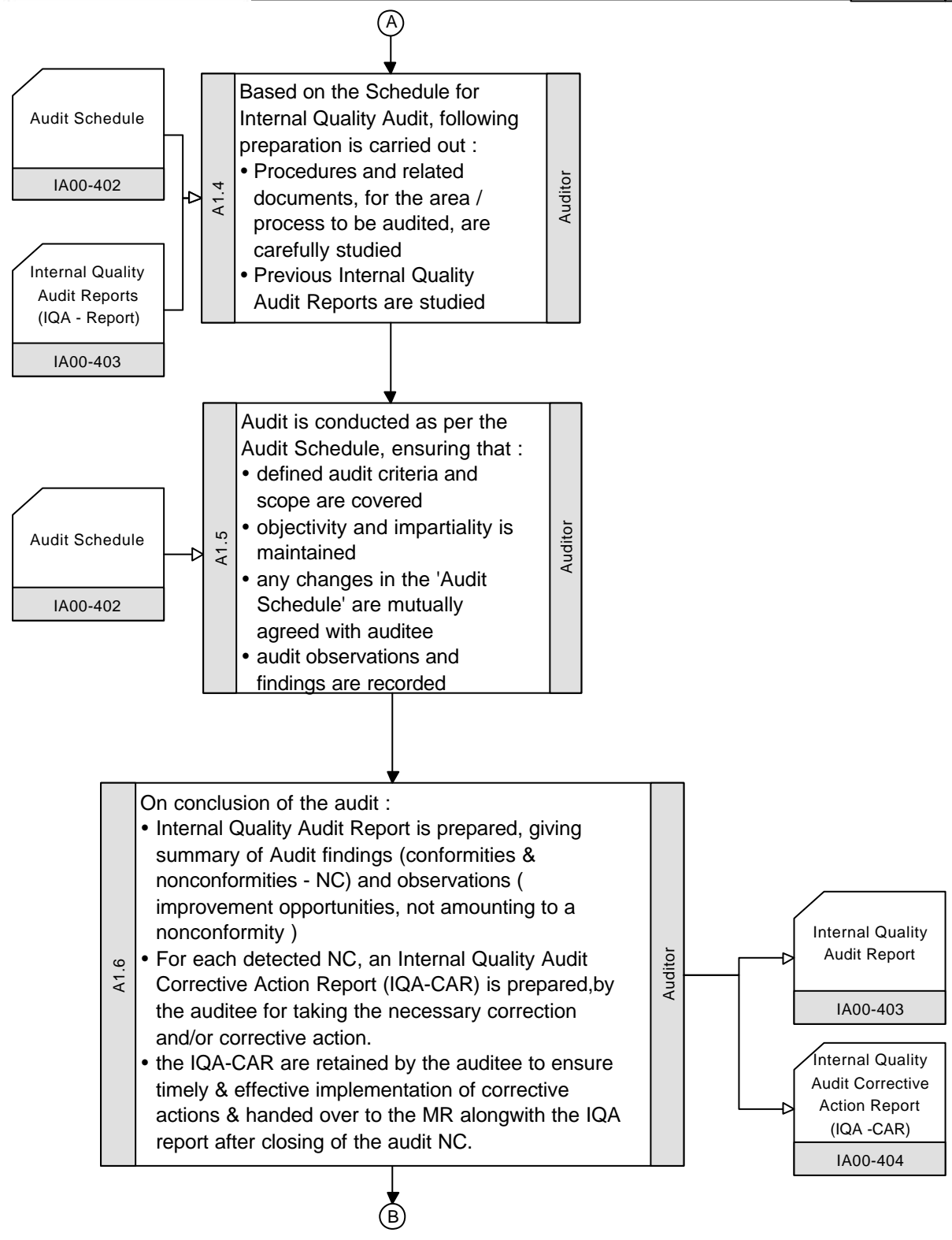
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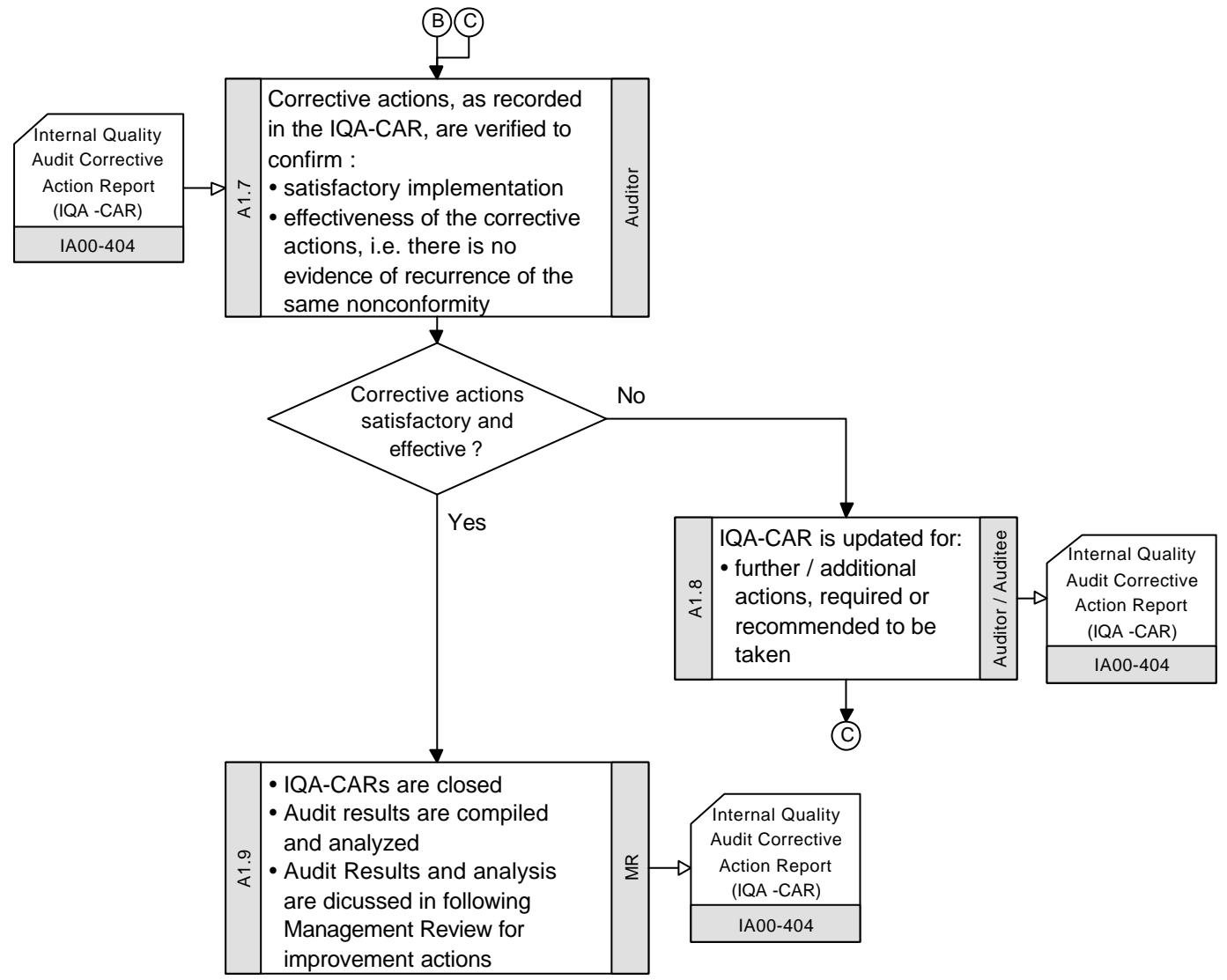
**Audit Planning process**





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**Annexure B - RECORDS TABLE**

<b>Sr. No.</b>	<b>RECORD REFERENCE</b>	<b>RECORD DESCRIPTION</b>	<b>RECORD LOCATION</b>	<b>MAINTAINED BY</b>	<b>RETENTION PERIOD</b>
1.	IA00-801	- Internal Quality Audit File containing :- - Internal Quality Audit Plan (IA00-401) - Audit Schedule (IA00-402) - IQA Report (IA00-403) - IQA - CAR (IA00-404) - Analysis of Audits	MR's Office	MR	1 Year 1 Year 3 Years 3 Years 3 Years