

**Internal Audit Procedure**

This procedure complies with the requirements of the ISO 9001:2015 International Standard

ISO Section 9.2

**Ivyhill Technologies LLC (Ivyhill)**

**9658 Baltimore Avenue, Suite 300-1**

**College Park, MD**

1 Purpose

To define the process for managing internal audits of the quality management system.

2 Scope

This procedure applies to all internal audits of the quality management system conducted for Ivyhill Technologies LLC (Ivyhill).

3 Definitions and acronyms

**Internal Audit** – an audit of the systems and procedures in place in your own company conducted by a qualified auditor

**Nonconformity** – a discrepancy between documented requirements, including requirements of ISO 9001, and company practice as demonstrated by objective evidence

**Corrective action** – short-term action to address a nonconformance

In the sections that follow, Bold Blue Text refers to related documentation where additional documentation is maintained and/or records are retained.

4 Responsibilities

**Management Representative/Audit Coordinator -** Responsible for implementing and maintaining the internal audit system, including the annual audit plan and maintaining audit records.

**Internal Auditors –** Responsible for planning, conducting and documenting scheduled internal audits.

**Management –** Responsible for taking corrective action to correct nonconformities.

**All Employees –** Responsible for participating in internal audits by demonstrating conformance to documented requirements.

5 Procedure

# 1 Auditor Qualifications

Auditors are selected and assigned to ensure objectivity and impartiality of the audited activity. If an auditor works in the department being audited, they may not audit their own work.

Auditors are qualified based on completion of an auditor training course or previous experience. Records of this training are maintained by the Management Representative.

# 2 Audit Planning

At the start of each calendar (or fiscal) year, the Management Representative establishes an internal audit schedule to cover all requirements of the quality management system and all key processes in the company.

All processes are audited at least once per year. Some processes may be audited more frequently based on status/importance or significant findings in past audits.

The annual audit schedule is included in the Internal Audit Plan, approved as part of Management Review and made available to all Managers and Process Owners.

The Internal Audit Plan includes as a minimum:

* Audit process(es)
* Process Owners
* Dates the processes are to be audited
* Auditor(s) assigned

Audit criteria include requirements of the company’s documented quality management system and ISO 9001.

Changes to the audit plan must be approved by the Management Representative.

Auditors prepare for the audit by reviewing the ISO 9001 requirements and company documents relevant to the audited activities. Previous audit reports, corrective actions are also reviewed prior to the audit. All information reviewed is recorded on the applicable Process Plan and Audit Form.

# 3 Audit Activities

An opening meeting is scheduled with the manager(s) of the area(s) being audited to review the purpose, scope and methods of the audit and to confirm availability of resources, including human resources, needed during the audit.

The audit is conducted by following the applicable Process Plan and Audit Form. The audit begins with a Process Review conducted with the Process Owner which evaluates the process at a higher level. The audit includes interviews of personnel, review of records and observation of activities, as appropriate, to confirm compliance to documented requirements. All objective evidence is noted on the Process Plan and Audit Form, both evidence of conformance and non-conformance.

The audit is completed when all audit questions have been addressed along with objective evidence noted.

# 4 Audit Documentation

Auditors review audit results and identify nonconformities.

Any corrective actions are documented on the Process Plan and Audit Form as well as observations and suggestions for improvement.

The audit results are reviewed by the Management Representative to confirm conformance and non-conformance conclusions. Modifications are noted on the Process Plan and Audit Form and initialed and dated by the Management Representative.

# 5 Audit Closing

A closing meeting is conducted to review the results from the audit with the area manager(s) and to address questions by the audited personnel. The audit form is signed by the lead auditor, Management Representative and area manager.

The Management Representative maintains the audit forms and completed Process Plan and Audit Forms.

# 6 Corrective Actions and Verification of Effectiveness

See Corrective and Preventive Action Procedure for handling of corrective actions. Corrective actions are noted on Process Plan and Audit Forms.

The Management Representative monitors completion of all audit corrective actions.

6 Reference Documents

* Internal Audit Plan and Schedule
* Process Plan and Audit Forms
* Corrective and Preventive Action Procedure