



1. Introduction

NAAB's 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 ISO/IEC 17011:2017.

2. Scope

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

3. Responsibility

It is the responsibility of Senior Leadership to ensure that:

- An internal audit program / schedule or peer review is prepared to cover all elements of the QMS
- Suitable personnel are allocated to carry out the internal audit/peer review.

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

4. Procedure

4.1 Planning for Internal Audit

4.1.1 An internal audit program / schedule must be prepared covering all elements of the QMS. The program is structured in such a manner as to ensure each procedure is audited at least annually.

4.1.2 Suitably trained auditors must be assigned to carry out the audit of each element of the system.

4.1.3 Note: The auditor should be independent of the work or area being audited.

4.1.4 Additional audits may be scheduled where problems or deficiencies have been found.

4.2 Conducting the Audit

4.2.1 The Internal Auditor(s) will carry out the audits in accordance with the program / schedule.



Internal Audit/Peer Review
ISO/IEC 17011:2017 Clause 9.7

- 4.2.2 Using the procedure itself as the guide, each element is checked to ensure that its requirements are being met and that the overall purpose of the procedure is being fulfilled.
- 4.2.3 Written notes on variances, Nonconformance and omissions are taken and circulated for action to appropriate personnel.
- 4.2.4 Supplementary notes is taken of supporting information and records checked, e.g. job numbers, purchase orders.
- 4.3 Reporting and Closing Out Nonconformances
 - 4.3.1 The Internal Auditor is responsible to follow up designated actions and to make the information on incomplete items available to the Management Review Meeting.
 - 4.3.2 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 is discussed with the appropriate manager and Corrective Action taken. This is reported to the Management Review Meeting.
- 4.4 Peer Review Alternate Process
 - 4.4.1 NAAB may elect to have a peer review performed by an independent 3rd party auditor in leu of performing an internal audit with NAAB's personnel.