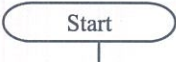

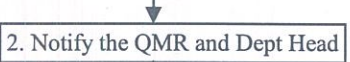

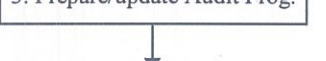
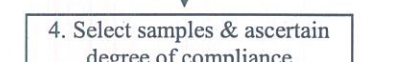



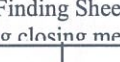


Interaction	Control/Activities	Records
	1. Internal Audit Manager selects audit from Annual Audit Plan.	<ul style="list-style-type: none"> • Master Audit Plan
	2. Notify Quality Management Representative and the departmental head through internal memo of the audit plan approximately one week in advance. The memo should include the audit scope and objectives.	<ul style="list-style-type: none"> • Audit File
	3. Prepare and update audit programme and to discuss during entry meeting.	<ul style="list-style-type: none"> • Audit Programme
	4. Select samples and ascertain the degree of compliance in accordance with Company's QMS and ISO 9001:2008 standard.	<ul style="list-style-type: none"> • Audit Working Paper
	5. Discuss audit findings with Auditee and reach agreement in principle to the audit issue.	
	6. Prepare the findings (non-conformance/OFI) in Audit Finding Sheet from the selected samples. The findings will be discussed during closing meeting.	<ul style="list-style-type: none"> • Audit Finding sheet
	7. To immediately (after closing meeting) email to Auditee for their response on (1) cause and corrections, (2) corrective actions and (3) preventive actions (The response should be reverted to Audit Manager within 14 days).	<ul style="list-style-type: none"> • Email
	8. Receive audit responses (1) cause and corrections, (2) corrective actions and (3) preventive actions from Auditee with the target date of completion (date must be reasonable).	<ul style="list-style-type: none"> • Draft Report response from Auditee
	9. If response from Auditee non-satisfactory and incomplete, Audit Manager will not CLOSE the issue. Audit Manager (after reasonable judgement) can issue another CAR/OFI for non-satisfactory response and action by the Auditee. Audit Manager will email to QMR for follow up of non-effective actions.	<ul style="list-style-type: none"> • Final Audit Report
		

Interaction	Control/Activities	Records
<pre> graph TD A[10. QMR to response to Audit Manager of the progress.] --> B[11. CLOSE findings & email Final Audit Report to QMR] B --> C[12. QMR to present and discuss report during exit meeting] C --> D([End]) </pre>	10. QMR to response to Audit Manager of the progress.	
	11. If response from Auditee satisfactory and completed, Audit Manager will CLOSE the audit findings and email the Audit Report to QMR.	<ul style="list-style-type: none"> Final Audit Report
	12. QMR to present and discuss report during exit meeting Forward copy of Final IQA report to AC committee.	<ul style="list-style-type: none"> Final IQA Report

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		Verified/Checked By:
		Approved By: