



MINES AND GEOSCIENCES BUREAU
Quality Management System Procedure

Internal Quality Audit
(QP-IQA-01)

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OBJECTIVE:

To establish an internal management systems audit procedure capable of monitoring system implementation and process performance as well as engender continual improvements in the Bureau's Quality Management System.

SCOPE:

This procedure covers the following:

1. Internal audit

- 1.1 Organization of Internal Audit Team,
- 1.2 Planning and preparation for audit,
- 1.3 Conduct of audit,
- 1.4 Reporting of audit result,
- 1.5 Root cause analysis and corrective/preventive action
- 1.6 Verification of effectiveness of corrective action and
- 1.7 Recommendation for systems improvement as a result of the internal audit process.

2. External Audit

- 2.1 Second Party Audit
- 2.2 Third Party Audit

REFERENCE DOCUMENTS:

- ✓ Quality Management System Manual
- ✓ ISO 9001:2015
- ✓ ISO 19011:2011

DEFINITION OF TERMS:

Lead Auditor – Officer–In–Charge appointed by the Top Management to plan, organize and lead the Internal Audit process of the Bureau.

Auditors - Trained personnel tasked to audit the Quality Management System (QMS) to ensure consistent and effective implementation of the documented QMS.

Auditee – A representative of the Division being audited.

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Major Non-Conformity – systemic deviation; accumulation of minor lapses in one area/department; repetitive or combined deviations that may cause damage to services being provided or failure to comply with clients' requirements; repetition of previously identified non-conformities; non-conformity to legal requirements that govern the operations of the company; deviations that may cause breakdown in the management system.

Minor Non-Conformity – is an isolated lapse in implementation that can easily be rectified and will not cause a serious breakdown in the system.

Observation - Statement of fact made during an audit and substantiated by objective evidence where such are likely to cause non - conformance in the future, an improvement or comment on the documented management system or its implementation.

Correction or Immediate Action – Action designed to eliminate an identified non-conformity or deviation. This is to be addressed and documented in accordance to the Corrective Action Procedure.

Corrective Action – Action designed to eliminate the root cause of the non-conformance or deviation so as to prevent its (non-conformity) recurrence. Similarly, this is to be addressed and documented in accordance to the Corrective Action Procedure.

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