

Sample Internal Audit Process

Figure 1 (see next page) depicts a suggested process for internal audits. This laboratory's quality manager must schedule the audit, prepare the agenda and checklists, and identify the auditors. The audit team, assisted by the quality manager will conduct an opening meeting, and then the audit itself occurs, followed by a summation meeting and the preparation of a draft audit report. In this example, the quality manager will finalize the report and share it with the laboratory director. The follow-up on the nonconformities identified is a separate process.

The flowchart lays out the basic steps and defines responsibilities. It is a good basis and starting point for the documentation of detailed procedures. You could choose to document your procedures a couple of ways. One way is to write a procedure for each of the boxes on this flowchart. With this model, you would have a procedure for audit scheduling, a procedure for agenda creation, a procedure for the identification of auditors, and so on. You will end up with eight short procedures, each one describing the activity of one person or position title.

Alternatively, you could choose to write a single document describing the internal audit procedure. You will wind up with a very long procedure that includes steps for separate individuals.

Figure 1: Sample Internal Audit Process
