

Audit Procedure

Objective:

The objective of this procedure is to describe steps to be followed to ensure an effective audit system towards ensuring that the defined management system is effectively implemented and maintained.

Entry Criteria:

Availability of management system

Responsibility:

Management Representative

Activities:

- a) It shall be ensured that audits are conducted once in six months prior to the conduct of the management reviews.
- b) Audit calendar shall be released at-least 3 days prior to the audit. It shall be ensured that all functions are audited in each audit cycle
- c) Audits shall be conducted by trained auditors.
- d) Results of audits shall be captured in the form of audit reports. Audit reports shall identify positive observations, non-conformities and opportunities for improvement.
- e) For non-conformities identified, appropriate corrective and preventive actions shall be taken within specified time frames.
- f) Actions taken shall be verified by the auditors.
- g) Audit results shall be periodically analysed and appropriate actions shall be taken.

Exit Criteria:

Appropriate corrective and preventive actions taken