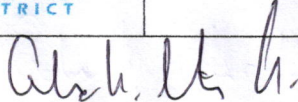
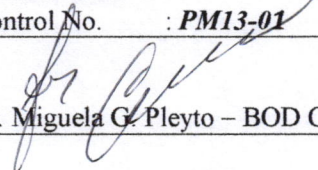




Procedure 13
INTERNAL AUDIT

Date prepared : January 6, 2017
Date approved : January 10, 2017
Effectivity Date : January 11, 2017
Revision No. : 00
Revision Date :
Control No. : **PM13-01**


Reviewed by: Engr. Carlos N. Santos, Jr. - GM


Approved by: Dir. Miguel G. Pleyto – BOD Chairperson

1.0 OBJECTIVES

1.1 To determine whether the QMS is effectively implemented in compliance with planned arrangements and to the requirements of ISO 9001:2015.

2.0 SCOPE

This procedure defines the requirements for the selection of Internal Auditors, conducting and planning internal audit, reporting audit findings and conducting follow up audit if necessary.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 9.2
- 3.2 Procedure for Management Review
- 3.3 Procedure for Corrective Action
- 3.4 Procedure for Documented Information

4.0 RESPONSIBILITIES AND AUTHORITIES

Lead Auditor, Auditors, General Manager

5.0 PROCESS

5.1 Selection of Auditors

The General Manager shall appoint SMWD's Internal Auditors. The Lead Auditor shall be responsible for audit planning, follow up and reporting activities and shall recommend auditor with objectivity and impartiality and based on the following qualifications:

- An auditor must be a regular employee of SMWD
- An auditor must be an employee with a minimum of 2 years experience.
- An auditor shall be competent in the proper conduct of quality audit through training or experience



Procedure 13
INTERNAL AUDIT

Date prepared : January 6, 2017
Date approved : January 10, 2017
Effectivity Date : January 11, 2017
Revision No. : 00
Revision Date :
Control No. : **PM13-02**

Carlos N. Santos, Jr.
Reviewed by: Engr. Carlos N. Santos, Jr. - GM

Miguel G. Pleyto
Approved by: Dir. Miguela G. Pleyto - BOD Chairperson

- An auditor must understand the QMS requirements of applied international standards, the ISO 9001:2015
- An auditor should have complete understanding of the company's QMS or the scope of area to be audited
- An auditor shall not audit their own work
- Must have attended the IQA training

5.2 Audit Planning

- a) Using the Audit Plan and Notification Form the Lead Auditor shall ensure that internal QMS audit is planned and carried out annually and/or on the basis of the status and importance of the area to be audited. An Audit Plan & Notification for this purpose will be made which include at least the following information:
 - Audit schedule and duration
 - Audit criteria and scope
 - Assigned auditor and the area to be audited or Auditee
- b) The ISO COORDINATOR shall submit for approval the Notice of Internal Audit, Audit Plan & Notification (Form _____) before disseminating to parties concerned.
- c) Upon receipt of notice, the auditor shall prepare Audit Checklist (Form _____) to be submitted for review and approval of the ISO COORDINATOR.

5.3 Conduct of Audit

5.3.1 Opening Meeting

- a) The ISO COORDINATOR will conduct an opening meeting to be attended by the auditor and auditee ensuring record of Attendance Sheet is made available.