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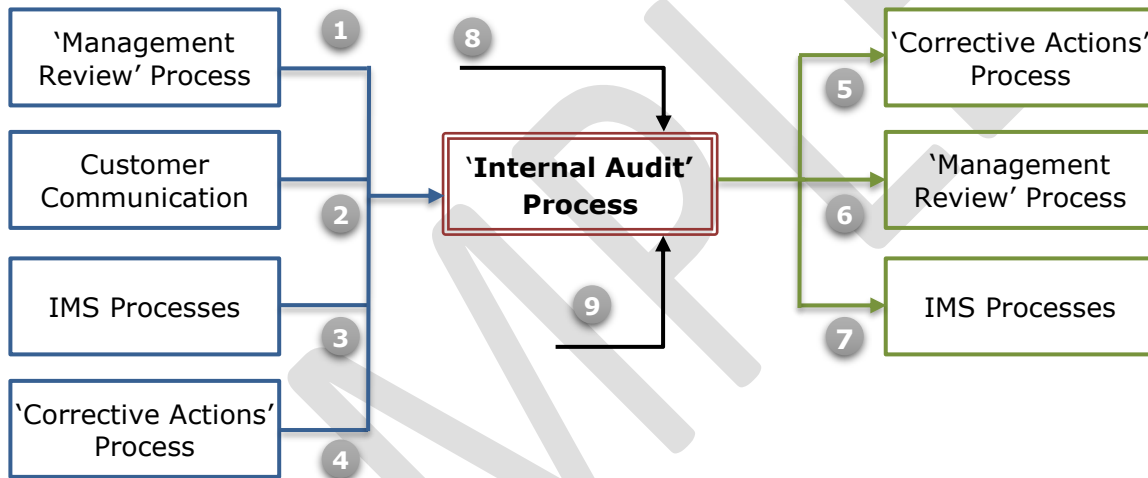
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## 4. Procedure

### 4.1 General

The Model of the 'Internal Audit' Process is provided on figure 1.



#### Inputs:

- 1 Audit criteria, IMS objectives, changes that happened in the Organization and could have impact on the IMS
- 2 Customer Feedback information
- 3 Audit information, including Documented information. Previous Audits Minutes.
- 4 Completed Audit protocols with the information about corrective actions and (or) actions to implement improvement recommendations
- 8 *MSP 9.2-01 Internal Audit*
- 9 *'Internal Audit' Process Resources*

#### Outputs:

- 5 Interim audit minutes with the wording of non-conformances and improvement recommendations

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- 6 Information for Management on IMS functioning, including improvement suggestions.
- 7 Audit Minutes

Fig. 1. 'Internal Audit' Process Model

The Procedure of 'Internal Audit' Process includes (see fig. 2):

- Audits planning;
- Audit preparation and conducting;
- Results presentation and Audit Report;
- 'Internal Audit' Process analysis and improvement

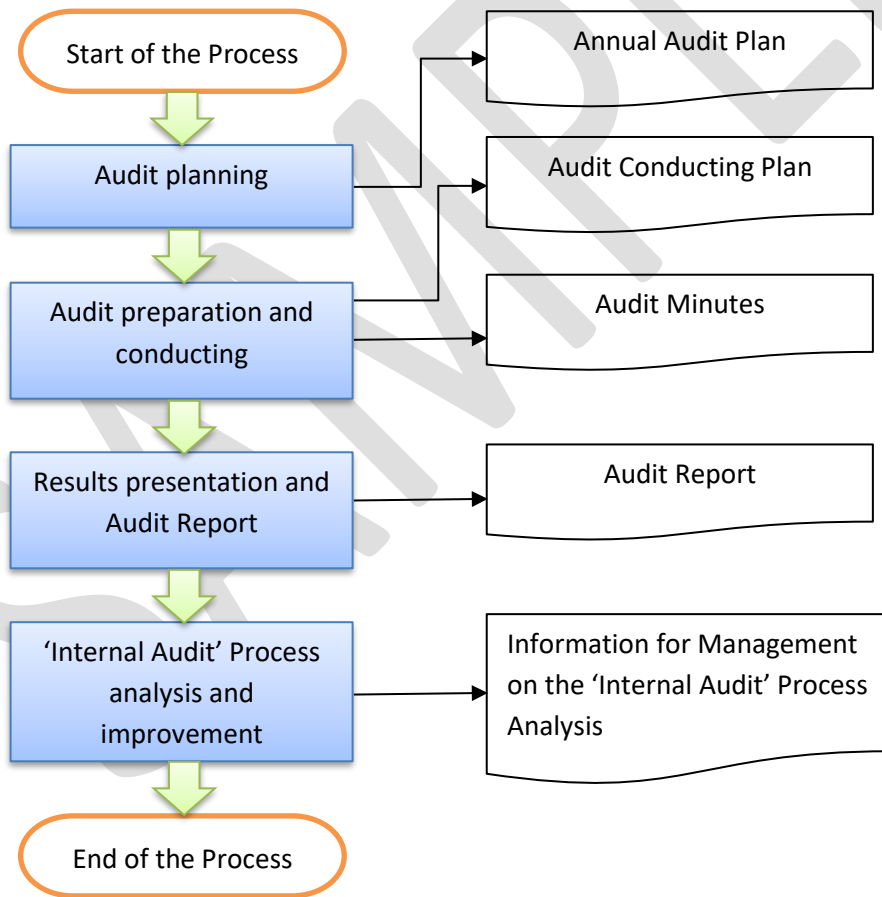


Fig. 2 'Internal Audit' Process Diagram

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**4.2. Audit Planning**

When planning audits IMS Manager:

- Draws the Annual Audit Plan (Addendum 1);
- Forms the audit team and distributes the Lead Auditors responsibility and authority for Annual Audit Plan implementation;
- determines and provides the resources necessary to carry out the 'Internal Audit' Process, including the auditors training.

In the Annual Audit Plan and the distribution of responsibility and authority the following is taken into account:

- 'Internal Audit' Process analysis results (see sec. 4.5),
- IMS objectives,
- Customer feedback information,
- Changes to the Organization that can affect the IMS.

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