

Title: Internal Quality Audits

1.0 Purpose

- 1.1. The purpose of this procedure is to define the system used for internal quality audits.

2.0 Responsibility

- 2.1. The Quality Assurance Department is responsible for this procedure.

3.0 Requirements

- 3.1. The flowchart contained in **6.0 Method (Flowchart and/or Narrative)** defines the system used at **COMPANY** for internal audits.
 - 3.1.1. Internal Quality Audits are scheduled on a monthly basis and increased as deemed necessary based on the status and importance of the activity to be audited.
 - 3.1.2. Individual(s) independent of the area or activity perform internal audits.
 - 3.1.3. Auditors are qualified based on training and experience.

4.0 Definitions

- 4.1. Internal Audit – an evaluation of quality system performance by members of the organization.