

|   |  |                                 |
|---|--|---------------------------------|
| <b>Quality Management System Procedure</b><br>[Laboratory Name] | <b>Issue Date:</b><br>YYYY/MM/DD           | <b>Rev.:</b><br><b>0</b>        |
|   | <b>QSP 4-14-1 – Internal Quality Audit</b> |                                 |
|   |  | <b>Page #:</b><br><b>1 of 4</b> |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

The colored ink stamp indicates this is a controlled document. Absence of color indicates this copy is not controlled and will not receive revision updates.

### Purpose

This procedure outlines the method by which internal quality audits are conducted within the laboratory.

### Scope / Field of Application

This procedure applies to all areas of the laboratory whose processes directly affect the quality of products and services delivered to customers.

### Definitions and Acronyms

**Audit Report** – summary of audit scope and findings.

**Auditee** - work area being audited.

**Nonconformity** – nonfulfillment of a specific requirement.

**Objective Evidence** – information which can be proven true based on facts obtained through observation, measurement, test, or other means.

**Observation** – isolated or trivial nonfulfillment of a specific requirement or one which can be corrected on the spot (e.g., typo, missing word, one missing signature from a sample of objective evidence).

**Corrective Action Request** - action taken to eliminate the causes of an existing nonconformity, defect, or other undesirable situation in order to prevent recurrence.

### Responsibilities

**Quality Manager shall:**

---

Effective Date: YYYY/MM/DD