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## **INTERNAL QUALITY AUDITS (PMS-P004)**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This procedure applies to all personnel directing and administering internal management system audits in the Wenatchee School District.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 Assistant Superintendent of Operations

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Superintendent of Operations and ISO Coordinator

### **4.0 DEFINITIONS:**

- 4.1 None required.

### **5.0 PROCEDURE:**

- 5.1 Wenatchee School District conducts internal quality audits according to a schedule developed and maintained by the ISO Coordinator. This audit schedule is modified as needed, taking into consideration the status and importance of areas to be audited. As a minimum, all areas of the district and the ISO 9001 Standard are audited at least once per school year (Sept-June).
- 5.2 Internal quality audits are conducted to determine if the process management system at Wenatchee School District conforms to the requirements of ISO 9001: 2000 as well as documented procedures and is effectively implemented and maintained.
- 5.3 Internal auditors receive a minimum of one (1) day overview training, which includes ISO 9001 requirements, audit techniques, and Wenatchee School District's practices for conducting internal audits. In addition, auditors trained after January 2002 shall accompany another trained internal auditor during designated internal audits and then meet with the lead internal auditor before becoming qualified.
- 5.4 An internal auditor plans the audit by preparing an audit checklist prior to the start of the audit. This involves the review of associated documents and processes in order to ensure an effective audit process.
- 5.5 The auditors selected to perform internal quality audits are objective and impartial of the process to be audited. No auditor will be permitted to audit his or her own work.
- 5.6 Audit reports are prepared by internal auditors at the conclusion of the internal audit. In the event that the internal audit uncovered nonconformities in the process management system, the internal auditor shall complete an internal audit process correction form and submit all documentation to the ISO Coordinator.
- 5.7 The ISO Coordinator will update the audit schedule, apply any necessary control numbers to process correction requests, make appropriate copies, and forward the process correction request to the responsible manager.
- 5.8 The responsible manager of the area audited shall take corrective action without delay and in the time-frame specified by the form, and return the form to the ISO Coordinator.

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5.9 The ISO Coordinator will review the stated corrective action, request any modifications if needed, and file the internal audit records.

5.10 When the date of the next audit is reached, the Auditor will include follow-up on the corrective action(s) as part of his audit plan to verify the corrections were implemented and effective. This activity will be noted in the audit report. The audit report is then returned to the ISO Coordinator, who will take any appropriate action resulting from the follow-up audit.

5.11 The ISO Management Representative shall maintain records of audits (checklist, summary report, corrective action/follow-up) for a minimum period of three (3) years in the Quality Audit files.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Internal Audit Schedule, MS Excel File maintained by ISO Coordinator

6.2 Internal Audit Correction Form, Form No. PMS-F009

6.3 Internal Audit Checklist, Form No. PMS-F004 and PMS-F005

6.4 Internal Audit Summary Report, Form No. PMS-F003

6.5 Internal Audit Corrective Action Database (CADB), electronic file maintained by ISO Coordinator

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
All documents listed in Section 6.0	ISO Management Representatives' file	3 years minimum	Discard as desired	Back-up copies in Process Design Team's file

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev:</u></b>	<b><u>Description of Revision:</u></b>
30-Apr-01	A	Original Release
11-Jan-02	B	Revised Section 5.1 to include how often the district is internally audited. Added a new section 5.3 to define qualifications for auditors.
07-Feb-02	C	Added form numbers and proper references to Section 6.0; Revised approval authority to include Lead Auditor.
20-Dec-02	D	Updated job titles
23-Nov-04	E	Changed 5.3: new auditors accompany another trained auditor rather than the ISO Coordinator and then meet with the lead internal auditor before becoming qualified; updated language of 6.5
30-Nov-06	F	Limited timeline in 5.1 to school year; clarified step 5.10

**\* \* E n d o f p r o c e d u r e \* \***