	<b>QUALITY PROCEDURE</b>	<b>Doc. No:</b> UPHBD/QP/03	<b>Prepared By</b>	AMR
	<b>Title:</b> <b>INTERNAL QUALITY AUDIT</b>	<b>Issue No.:</b> 01 <b>Rev. No.:</b> 00 <b>Eff. Date:</b> 01.09.09	<b>Reviewed By</b>	MR
<b>Ref.Clause</b> <b>8.2.2</b>		<b>Page:</b> 1 of 2	<b>Approved By</b>	HC
			<b>Issued by</b>	MR

### 1.0 OBJECTIVE:

To establish a documented system for planning and implementation of internal Quality Audits to verify whether the quality activities and related results comply with planned arrangements and to determine the effectiveness of the Quality System.

### 2.0 SCOPE:


This procedure is applicable to all elements/activities of the Quality System.

### 3.0 RESPONSIBILITY:

Management Representative.

### 4.0 PROCEDURE:

- 4.1 Annual audit schedule is prepared and Internal audits are conducted on six months based on importance of the activity and in such a way that each section is covered.
- 4.2 Internal auditors could be selected internally or externally for conducting the quality audits.
- 4.3 The Internal audit plan & Schedule is circulated to the auditors and auditee to ensure their availability on the respective dates. Third party audits are also acceptable.
- 4.4 Internal audits are organized and carried out through auditors with Audit Check List for the area allocated for them.
- 4.5 The auditor carries out the audit as per schedule and obtain evidences of effective implementation of the QMS and achievement of the planned results through interviewing, examination of documents, activities, objects, records, data, results etc..
- 4.6 In case of any Non-Conformity of the system Corrective Action report Form is issued by auditor as applicable. Auditee reviews NCR's and take corrective/preventive action within acceptable time period to the auditor. Constraints of resource required shall be put in MRM.
- 4.7 If any follow up audits is required, the same shall be indicated in the "Audit non-compliance report," form no. QF/MR/017/00. corrective action taken shall be verified and the auditor shall close NCR.

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- 4.8 A summary report of audits is prepared based on NCR's and a review is presented in MRM.
- 4.9 Changes in quality & safety Management system, as a consequence of NCR's are implemented with a view to remove deficiencies in the quality system.

**5.0 CHANGES DUE TO REVISION: NIL**