

INTERNAL QUALITY AUDIT – PLANNING FORM

Scope of Audit:

Audit Team members:

Date of Audit:

Audit Team Leader:

Audit Preparation: (Check off each item, mark N/A for not applicable. Do not leave items blank)

Review status of any open Corrective Actions or Actions for the area under audit.

Review Results of previous audits, including previous CAs and Actions

Review any additional documentation that applies: (procedures, forms, list below)

Develop audit questions

Schedule the opening meeting

Conduct the opening meeting

Audit:

Audit to prepared questions

Audit documentation, and the status of documentation

Audit for applicable quality records

Audit applicable equipment calibration status

Note the strong points as well as any non-conformance. Record the 'objective evidence'

Documenting Audit Results:

Complete the IQA summary report form

Schedule the closing meeting

Conduct the closing meeting and assign action items and / or CAs

Forward the audit package to the Quality Assurance Department for approval

Review of Audit Results:

Forward the audit package to CEO for review and approval

File the audit package in Document Control and track the action items and CAs to closure. The Internal Quality Audit Leader ensures closure.