
Internal Quality Audit

1.0 Purpose

- 1.1 This procedure describes the internal audit system used by LGL to examine the correctness and effectiveness of the documented Quality Management System.

2.0 Introduction

- 2.1 **Quality Manager** is responsible for implementing and maintaining this procedure.

3.0 Process input requirement

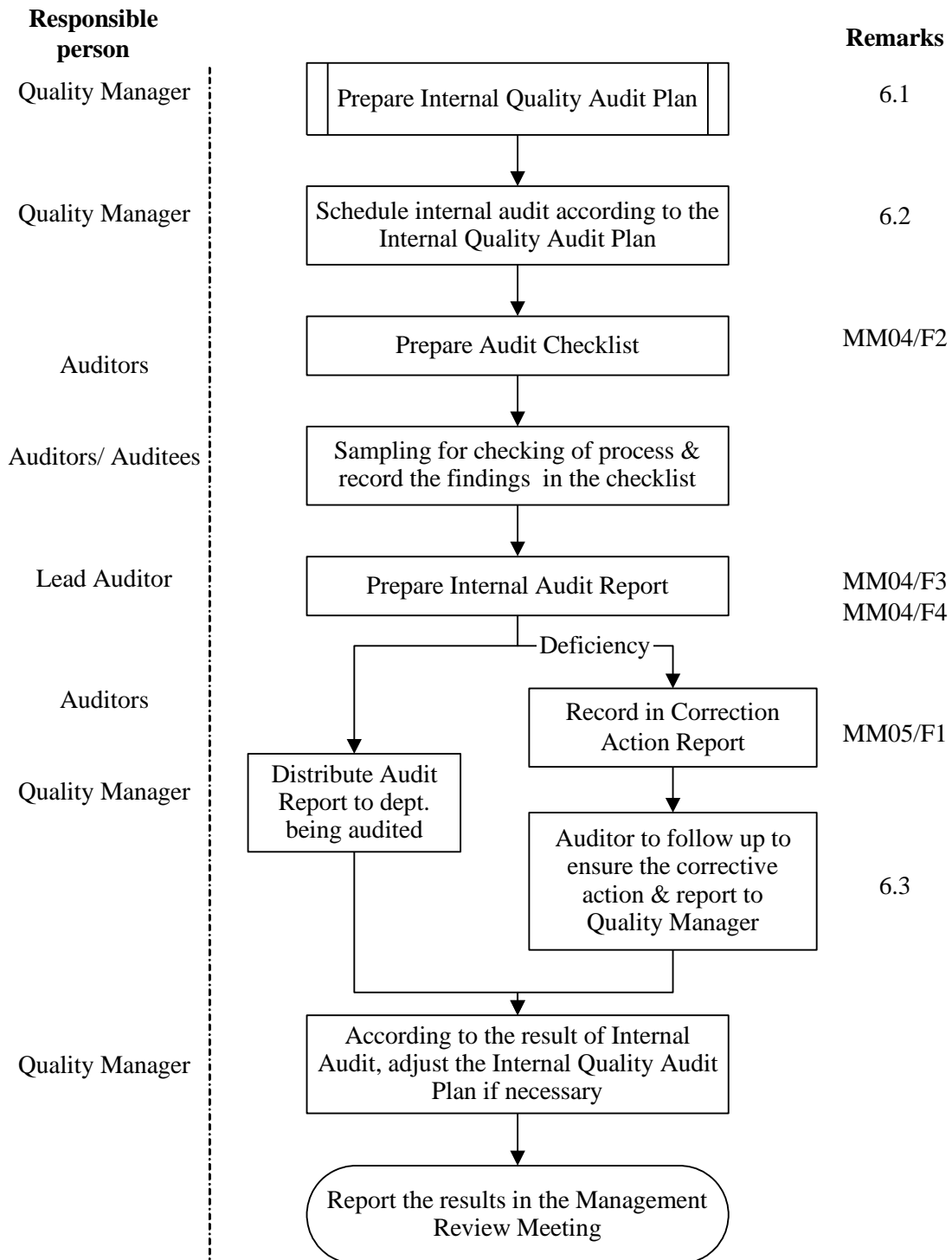
- 3.1 **Auditor** shall be qualified by internal audit training.
- 3.2 **Auditor** shall prepare audit checklist before internal audit is carried out.

4.0 Related document

AP-MM05 Corrective and Preventive Action

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5.0 Procedure (Flowchart)



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6.0 Remarks

- 6.1 The **Quality Manager** shall schedule the Internal Quality Audits Plan (Form MM04/F1) based on their importance and status, as well as the results of previous audits. The **Quality Manager** shall ensure that all processes of operations are formally audited at least annually.
- 6.2 In the Audit Schedule, **Quality Manager** shall arrange personnel who have internal audit training to conduct the audit. To ensure objectivity and impartiality of the audit process, auditor shall not audit their own work. **Lead Auditor** shall prepare the Audit Planning Sheet (MM04/F3) for the individual internal audit.
- 6.3 The **Auditor** shall carry out follow-up to ensure that the corrective action is effectively carried out within one month or next schedule audit. If this has not been done, then this shall be reported by the **Auditor** to the **Quality Manager**.

7.0 Record

Record	Form No.	Responsible person	Minimum Retention Period	Filing Index
Internal Audit Plan	MM04/F1	Quality Manager	3 years	By date
Internal Quality Audit Checklist	MM04/F2			
Audit Planning Sheet & Result	MM04/F3			
Internal Audit Report	MM04/F4			