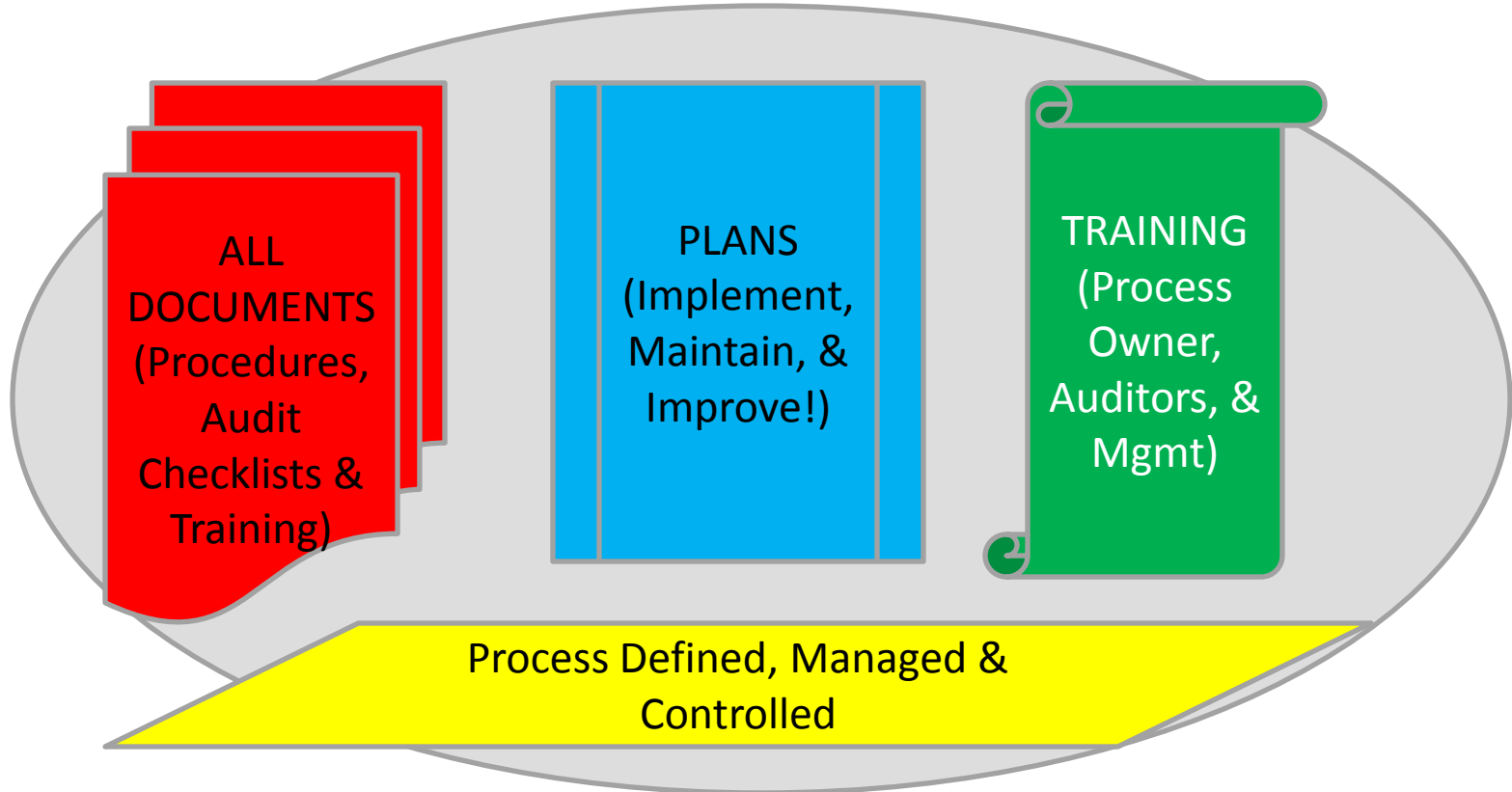


# AccuFast Consulting's (AS9100C-Based) Internal Audit System – PRODUCT DEMO/EXAMPLES

**AFC System OVERVIEW:** All required documents (*95% complete*) + implementation plans + training + process management and measurement tips = **SUCCESS!**



# AccuFast Consulting's (AS9100C-Based) Internal Audit System – PRODUCT DEMO/EXAMPLES

**THOROUGH and COMPLETE PROCESS/SYSTEM!** In order to meet all these AS9100C (and the guidance document ISO 19011) requirements, and to provide our customers with a comprehensive and effective 'do-it-yourself' internal auditing program and process, our product includes:

**A system "Owner's Manual"** (Doc #2 - Internal Audit System –Implementation and Management Guide) which contains:

1. all the plans, recommendations, and tips necessary for effective internal audit process implementation, management, and continual improvement!
2. step-by-step guidance and tips for preparing for, conducting, and reporting findings for the initial and subsequent audits! **(See Page 3)**

**All Required and Necessary Documentation** to train internal auditors, schedule and conduct all audits, and meet the ISO requirements for a documented procedure and for maintaining records of audits are included!

- A. The (ISO required) documented procedure for internal audit,
- B. A detailed auditor training instruction and test, and templates for training and competence records,
- C. An internal audits scheduling and status template,
- D. 12 internal audit forms, which together include all AS9100C requirements, and each includes:
  - auditing tips from AFC for each audit scope/focus,
  - the ability to insert in the organization's 'planned arrangements' for that audit scope,
  - all necessary audit questions,
  - an audit summary template, which serves as the ISO-required internal audit record!

**(See Pages 4 & 5)**



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Internal Audit Product Overview

# AccuFast Consulting's (AS9100C-Based) Internal Audit System – PRODUCT DEMO/EXAMPLES – 'Owner's Manual'

- A system "Owner's Manual"** (Doc #2 - Internal Audit System –Implementation and Management Guide) which contains:
1. all the plans, recommendations, and tips necessary for effective internal audit process implementation, management, and continual improvement!
  2. step-by-step guidance and tips for preparing for, conducting, and reporting findings for the initial and subsequent audits!

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### STEP 2 – Controlling Internal Audit Documents and Records

Task	Description	Owner	Instructions & Tips
2.1	<b>Create, edit, get approvals and release (via doc control) an Internal Audit documented procedure (required by ISO 9001)</b>	Top Mgmt & Process Owner	<b>Use:</b> AFC #3 boilerplate with company's edits, <b>OR organization's procedure edited</b> to include this new AFC process and docs.

### STEP 3 – Internal Auditors Selection, Training & Competence

Task	Description	Owner	Instructions & Tips
3.1	<b>Select internal auditors</b>	Internal Audit Process Owner & Mgmt	<b>Recommendation:</b> Review the Auditor Training and Competence form provided by AFC. <b>Use:</b> Docs #4 & #5  <b>Tip:</b> Looking for excellent communication skills and ability to be independent with all staff levels!  <b>Tip:</b> Depending on your organization's size, internal audits can take 100+ hours annually! So, the more auditors on the team the less burden on each!

### Task 4.1 – Initial Internal Audit Preparation

4.1.1	<b>Careful and thorough initial audit folder preparation!</b>	Process Owner & Initial Auditor/ Team	<b>Use:</b> Docs #7 & the appropriate form per the audit scope #8 to #19  <b>Important Guidance:</b> This first audit folder preparation can be a daunting task. It is <b>highly recommended</b> the process owner work with the audit team to ensure thorough understanding and completion.  <b>Important Note:</b> All I/A <sup>(*)</sup> Forms will need editing before use to embed the organizations 'planned arrangements' associated with the audit scope!
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# AccuFast Consulting's (AS9100C-Based) Internal Audit System – PRODUCT DEMO/EXAMPLES

**All Required and Necessary Documentation** to train internal auditors, schedule and conduct all audits, and meet the ISO requirements for a documented procedure and for maintaining records of audits are included!

The (ISO required) documented procedure for internal audit....



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Title: **Internal QMS Audit Procedure**  
Doc. No.: **3**      Rev.: **N/C**

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**1.0 PURPOSE:**

To establish the process and ownership for Internal Quality Management System (QMS) Audits, define internal auditors training requirements, document how internal audits will be carried out, and define the 'planned intervals' for these audits.


**2.0 SCOPE:**

This procedure applies to the quality management system of *(insert company name here)*.

**3.0 REFERENCES:**

- AS9100C – Section 8.2.2 – Internal audits
- ISO 19011 – Guidelines for quality and/or environmental management systems auditing
- *(Customer – Please insert your Corrective Action procedure title and doc number here.)*
- *(Customer – Please insert your Control of Records procedure title and doc number here.)*

A detailed auditor training instruction and test...



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**Internal QMS Auditor Training**  
Doc. No.: **4**      Rev.: **D**

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## INTERNAL QMS AUDITOR TRAINING

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Title: **Internal Audits Schedule & Status Master**  
Doc. No.: **482201**      Revision: **0**


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		20XX INTERNAL AUDITS SCHEDULE & STATUS										
		SCHEDULED			ACTUAL			FINDINGS				CLOSURE
KEY BUSINESS/QMS PROCESSES & AS9100 REQUIREMENTS	AS9100	AFC I/A	AUDIT TEAM	AUDIT START	AUDIT START	AUDIT COMPLETE	NO. OF GOOD	NO. OF OBSERV.	NO. OF NONCONF.	C/A NO(S)	C/A NO(S)	AUDIT CLOSED
SUB-BUSINESS/QMS PROCESSES & AS9100 REQUIREMENTS	Section(s)	Doc. No.	LEAD/Support	DATE	DATE	DATE	COMMENTS	ACTIONS	CORRECTIVES	Open	Closed	DATE
SUB	GENERAL QMS & DOCUMENTATION REQMS & MANAGEMENT RESPONSIBILITY	4.1-4.2 & Clause 5	482203									
SUB	CONTROL OF DOCUMENTS & CONTROL OF RECORDS	4.2.3 & 4.2.4	482204									
SUB	COMPETENCE, TRAINING & AWARENESS, & INFRASTRUCTURE & WORK ENVIRONMENT	All Clause 6	482205									

# AccuFast Consulting's (AS9100C-Based) Internal Audit System – PRODUCT DEMO/EXAMPLES

**All Required and Necessary Documentation** to train internal auditors, schedule and conduct all audits, and meet the ISO requirements for a documented procedure and for maintaining records of audits are included!

All 12 internal audit forms contain tips on preparing and conducting the audit, all the ISO requirements for that audit scope, a placeholder to insert the organization's 'planned arrangements', as well as a worksheet section for collecting notes and evidence, and summary section template for reporting the audit's findings and conclusions!



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Title: **Internal Audit Form – General QMS Reqs., Mgmt. Responsibility & Requirements**

Doc. # \_\_\_\_\_

**AUDIT REQUIREMENTS & WORKSHEET NOTES:**

QUESTIONS FOR REQUIREMENTS AUDITED (From AS9100 or Organization's Planned Arrangements)	NOTES RE "PLAN" - Documentation and/or 'planned arrangements' adequately meet this requirement?	NOTES RE "DO" & "CHECK" - Evidence of implementation (consistent application) and overall effectiveness.
<p>Has the organization established, documented, implemented, and maintained a quality management system (QMS) that has:</p> <ul style="list-style-type: none"> <li>identified the key business and quality processes needed to support the business?</li> <li>determined the sequence and interactions of these processes?</li> <li>determination the criteria and methods used to ensure these processes are effective?</li> <li>addresses customer and applicable statutory and regulatory QMS requirements?</li> <li>and, determined the methods for managing these processes?</li> </ul> <p><i>[Ref.: AS9100 sections 4.1.(1), 4.1.a, 4.1.b, 4.1.c, &amp; AS9100 4.1.(2)]</i></p> <p>Does the quality management system (QMS):</p> <ul style="list-style-type: none"> <li>ensure the availability of resources and information necessary to support the operation and monitoring of these processes?</li> <li>determine and provided the resources to maintain and continually improve the QMS, and to enhance customer satisfaction by meeting requirements?</li> </ul> <p><i>[Ref.: AS9100 sections 4.1.d &amp; 6.1.a&amp;b]</i></p> <p>Where processes that affect product conformity with requirements are outsourced, are the controls for these processes identified within the QM</p> <p><i>[Ref.: AS9100 section 4.1]</i></p> <ul style="list-style-type: none"> <li>Does the QMS documentation include a documented statement of a quality management system's requirements and objectives?</li> <li>Any procedures that support these requirements, for example, the control of quality records procedure and any management review process records, such as procedures and/or meeting minutes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ACCUFAST CONSULTING'S RECOMMENDATIONS**  
*notes with specific requirements in the AUDIT REQUIREMENTS following.)*

QUESTIONS or SPECIFIC AUDIT ITEMS	RE
<p>Who are the key auditees here?</p>	<ul style="list-style-type: none"> <li></li> <li></li> </ul>
<p>What are the typical documents that will be examined here?</p>	<ul style="list-style-type: none"> <li></li> <li></li> <li>Any procedures that support these requirements, for example, the control of quality records procedure and any management review process records, such as procedures and/or meeting minutes</li> </ul>
<p>Are there any tricky or not very visible AS9100</p>	<ul style="list-style-type: none"> <li>No, most requirements can be taken verbatim.</li> </ul>

**AUDIT SUMMARY:**

<b>AUDIT SCOPE - Processes Audited:</b>		<b>General quality management system and documentation requirements, Management responsibility, and Provision of resources</b>	
Ref. AS9100 Section(s):		4.1, 4.2.1, 4.2.2, all 5 & 6.1	
Areas/Depts Audited:	Auditees:		
Audit Date(s):	Lead Auditor:	Auditor(s):	

REQUIREMENTS (From AS9100 or Organization's Planned Arrangements)	THIS AS9100 REQMT MET?	THIS INTERNAL REQMT MET?	IF GOOD COMMENT(S), OBSERVATION(S) or NONCONFORMANCE(S) FOLLOWS.
<p>The organization has established, documented, implemented, and is maintaining a quality management system (QMS) that:</p> <ul style="list-style-type: none"> <li>identifies the key business and quality processes needed to support the business,</li> <li>determines the sequence and interactions of these processes,</li> <li>determines the criteria and methods used to ensure these processes are effective,</li> <li>addresses customer and applicable statutory and regulatory QMS requirements?</li> <li>and, determines the methods for managing these processes.</li> </ul> <p><i>[Ref.: AS9100 sections 4.1.(1), 4.1.a, 4.1.b, 4.1.c, &amp; AS9100 4.1.(2)]</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Good Comment <input type="checkbox"/> Observation <input type="checkbox"/> Nonconformity
<p>The quality management system (QMS):</p> <ul style="list-style-type: none"> <li>ensures the availability of resources and information necessary to support the operation and monitoring of these processes,</li> <li>and, determines and provides the resources to maintain and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Good Comment <input type="checkbox"/> Observation <input type="checkbox"/> Nonconformity



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Internal Audit Documentation

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