

INTERNAL AUDITING ACTIVITY PLAN For PROCESS/DEPARTMENTAL AUDIT (PRM-W002)

1. **Preparing for the audit:** Team Leader schedules audit with Department Head and confirms with audit notification ([PRM-F100](#)). Audit Preparation List ([PRM-F101](#)) is sent with audit notification. Department head is asked about any concerns. Team Leader contacts team members with audit assignments and sets meeting date. Audit scope is provided to Team Leader and a meeting is held with audit team to discuss scope, formulate and review audit checklist, review previous audits and develop audit time schedule using available audit tools. Team Leader forwards the schedule to the department head and to PRM Coordinator. Be sure to obtain the following necessary paperwork from the website or Process Management System Coordinator.
 - Internal Quality Audits Procedure ([PRM-P001](#)).
 - Copy of the procedure(s) being audited, if applicable.
 - Internal Audit Checklist ([PRM-F102](#))
 - Previous audit questions and answers, if relevant.
 - Copies of any corrective actions previously presented to department being audited.
 - Internal Audit Report from previous audit, if any.
 - External Document List.
 - Check for any particular element(s) of the standard that pertains to the process(es) being audited.

2. **During the audit:** Team Leader conducts opening meeting, makes introductions, restates scope/objective of audit and reconfirms schedule. Team Leader assists auditors throughout the audit, conducts short meetings with audit team to review evidence and findings and keeps department head informed. Team Leader conducts closing meeting, stating audit conclusions; nonconformances are read and explained by auditor who wrote them. Helpful hints:
 - Remember to have interviewees sign-in on your sheet.
 - Refer to your checklist for direction.
 - Refer to the last audit's questions and answers for any concerns/observations that need to be followed up on.
 - Verify that any revisions to procedures/processes have been implemented.
 - Remind the department to fill out the Internal Audit Feedback Form ([PRM-F106](#)), which will be handed out at the closing, for our continual improvement.
 - Check to be sure forms are updated and completed properly.

3. **After the audit:** Team Leader writes audit report summarizing the individual auditors' reports and meets with PRM Coordinator. PRM Coordinator summarizes all of the audit material and forwards to department head and audit team for review before forwarding to MRT. Audit team verifies completion and effectiveness of corrective actions. The following forms are available from the web or through the Process Management Office:
 - Internal Audit Report ([PRM-F108](#))
 - Internal Audit Correction Report ([PRM-F109](#))

Remind them again to fill out the Internal Audit Feedback Form to help us to continually improve.