

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	Procedure for Internal Audit		
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Purpose: To establish a documented procedure for conducting planned internal audits to ensure complete verification of EOMS & initiate corrective actions.

Procedure:

SR.N O.	ACTIVITY	RECORD
1.	Organization schedules internal audits at specific frequency i.e. after every six months.	-
2.	EOMS Coordinator prepares internal audit schedule	
3.	EOMS Coordinator selects auditor from the existing staff on the basis of cross-functional expertise and training of auditor is conducted. In most cases EOMS Coordinator is selected as Internal Auditor	
4.	Internal auditor conducts audit by gathering objective evidence from the records, check if the procedure and records reflect what is actually being done, effective implementation and conformance to EOMS, EOMS policy, etc.	
5.	Auditor record findings as a non-conformance in Non Conformance Report (NCR). Auditor and auditee signs NCR after fixing closing date.	
6.	Auditor submits NCR to EOMS Coordinator, gives serial number to NCR. Auditee analyses the finding / problem to find out root cause of the identified problem.	
7.	Auditee decides the corrective action required and implements the same. After implementation he informs EOMS Coordinator.	
8.	Auditor verifies implemented corrective action and writes comment on NCR. He returns NCR to EOMS Coordinator .	-
9.	EOMS Coordinator analyses NCR to know whether preventive action is required.	
10.	Results of internal audits are discussed in MRM.	-