



Internal Auditing

Certified Management Systems

Management system standards provide a model to follow in setting up and operating a management system. This model incorporates the features on which experts in the field have reached a consensus as being the international state of the art.

Management system standards are divided into those which can be used for certification, such as ISO 9001, ISO 14001 & ISO 45001, and those which are not certifiable, requirements standards, but provide guidance, such as ISO 26000 and ISO 31000.

The Plan Do Check Act (PDCA) cycle is the operating principle of ISO's management system standards.



The Purpose of Auditing

To ensure the organisation is continually improving its Management System and its organisational performance.

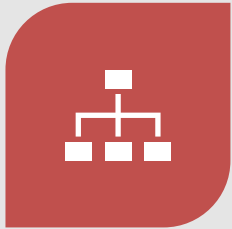


The Definition of Auditing

A systematic and documented verification process of objectively obtaining and evaluating audit evidence to determine whether an organisation's Management System conforms with the audit criteria set by the organisation (i.e., ISO 9001, ISO 14001 and/or ISO45001), and communicating the results of this process to management



Some Key Words In The Audit Process



SYSTEMATIC: ORGANISED,
METHODICAL, PLANNED



VALIDATED



OBJECTIVE: INDEPENDENT,
UNBIASED, NO CONFLICT
OF INTEREST
EVALUATING: ASSESSING



EVIDENCE: VERIFIED
OBSERVATIONS, VERIFIED
VERBAL AND WRITTEN
INFORMATION

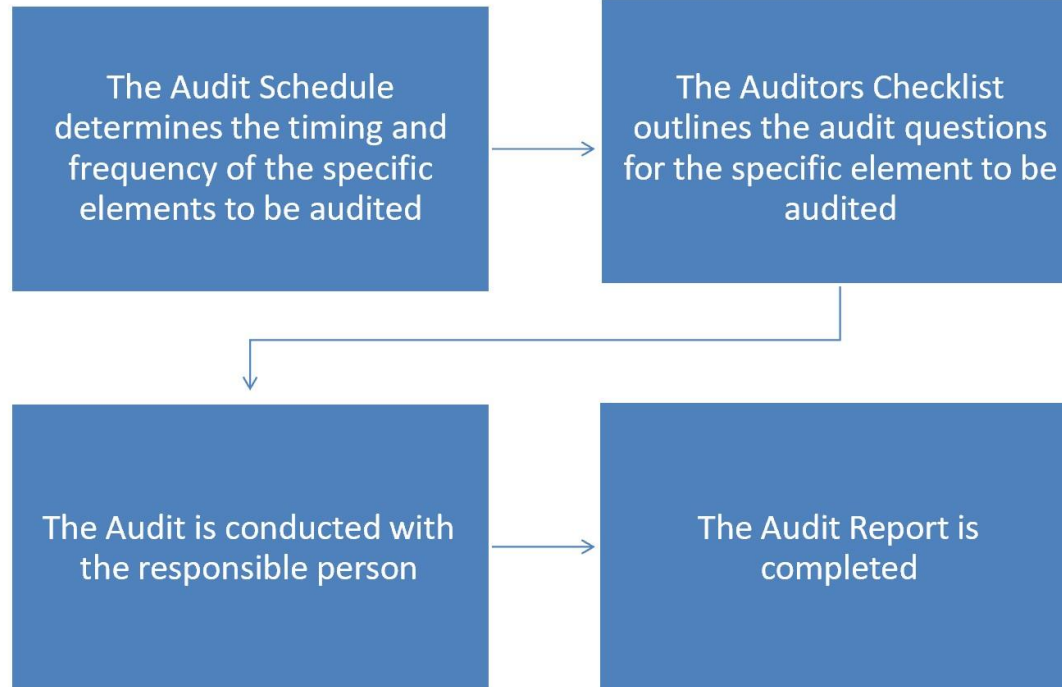


Assess:

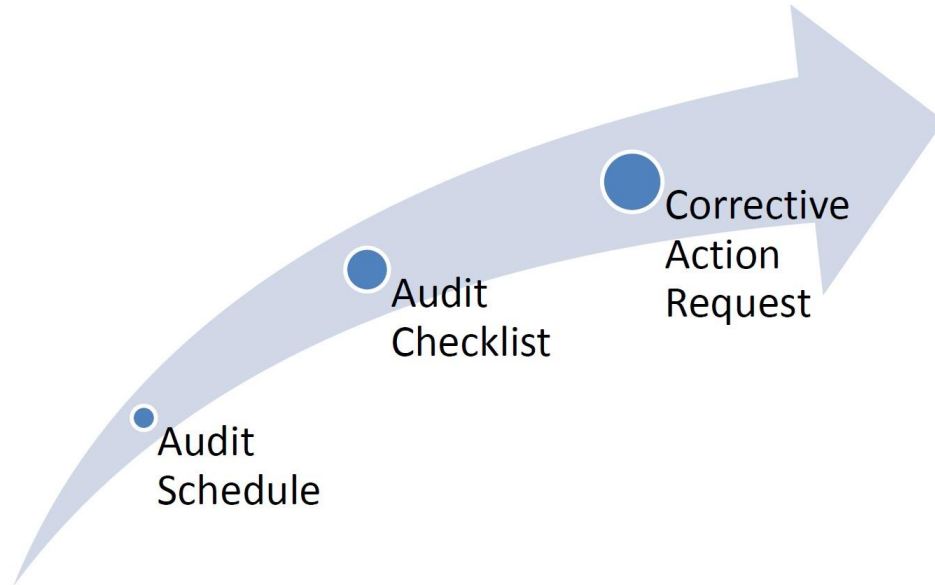
1. Whether the IMS has been implemented and maintained effectively
2. Whether the IMS meets industry requirements, and the principles of due diligence
3. Identify opportunities for improving the IMS

The Objectives Of The Audit

The Implementation Steps



Step by Step



The Audit Schedule

The Audit Schedule identifies the timing and the frequency of the mandatory audits of each of the individual elements of the standard

The schedule is prepared by the Management Representative in accordance with the Internal Audit procedure

The Management Representative will assign the responsibility for conducting specific audits





Audit Preparation

The Auditor must have a detailed understanding of the requirements of the standards that are applicable to the Management System.

Typically, these standards are:

- Quality - ISO9001
- Environment – ISO 14001
- Safety – ISO 45001

The Audit Checklist

The Auditor uses a prepared set of questions designed to ensure that all of the requirements of a specific element are examined during the course of the audit.

The Auditor may ask additional questions based on observations made during the audit.





Observations

The Auditor assigns a Pass or Fail for the question based on objective evidence.

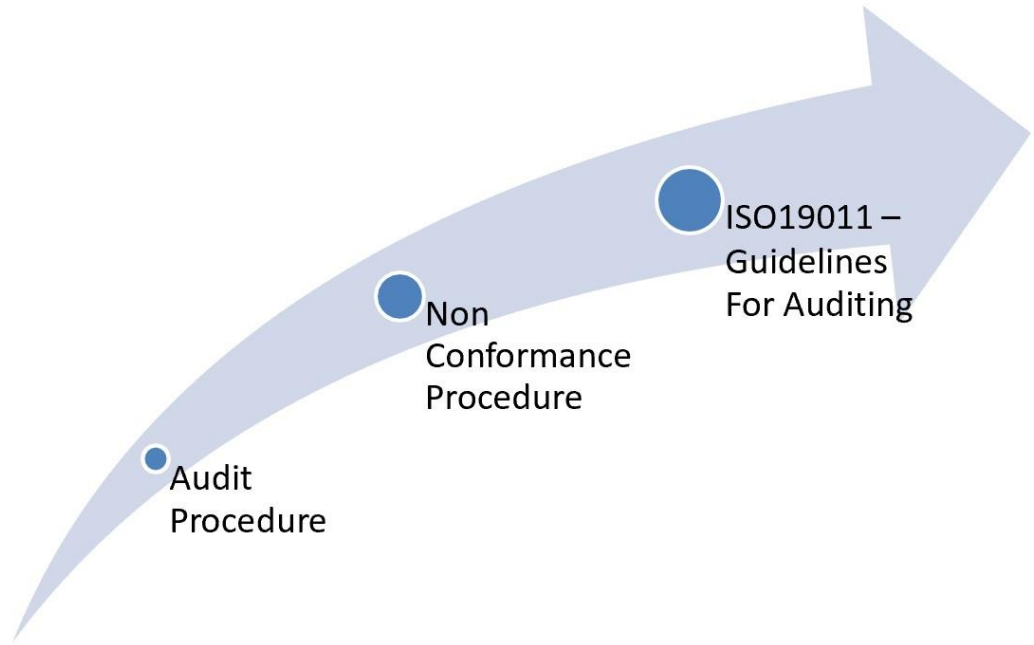
The Auditor records observations of the objective evidences that supports the determination.



Corrective Action

A Non-Conformance Report is raised for each question that Fails to meet the defined requirements, as detailed in the Audit Checklist

Refer to these
Documents in
your
Management
System



A light blue, semi-transparent world map serves as the background for the entire graphic. On the left side, there is a cluster of four interlocking puzzle pieces: two are blue and two are red, arranged in a circular pattern. A white swoosh-like line curves through the puzzle pieces.

ISO14001
CERTIFICATION