

Internal Auditing

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003	all	all	Corrected or updated wording and software used within the company	03/10/2024	Simon Young

Quality and Environmental Procedure

9.2 Internal Audits (9.2.1 / 9.2.2)

Scope

This procedure outlines the auditing requirements that are to be adhered to, relative to activities, which have a bearing on the quality of products, services and the scope of the quality management system.

1. Control of Audits

- The HSQE Function shall control the conduct and timing of all audits;
- The HSQE Function shall produce an audit Schedule spreadsheet (**DOCUMENT JEH-QE1-013**) for use when planning and monitoring the progress of auditing activities;
- Where significant non-compliance with Quality and Environmental standards is identified, the HSQE Manager shall determine any additional audits or change of frequency necessary.

2. Timing and Frequency

- The HSQE Function shall plan for each activity to be audited at least once per year;
- Where significant Non-Compliance with quality standards is identified, the HSQE Manager shall determine any additional audits or change of frequency necessary.

3. Audit Schedules

- The schedules shall list the procedures to be audited and the person to conduct the audit;
- There shall be provision for recording audit progress comments for each activity;
- The audit criteria will be set each year on Evalu-8 and is to be used for each location audit to ensure accuracy with the requirements of the standard.

4. Auditors

The HSQE Manager or their nominated competent person shall conduct Internal Audits. The nominated auditor should be independent, and objective, and know the relevant health and safety legislation, regulations, and industry best practices.

5. Audit Report Set Template

The audit will be conducted, utilising the set template on Evalu-8 all required details will be entered into the audit and the schedule for the pre-planned clauses followed to ensure all clause items are assessed over a three year duration.

6. Conduct of Audits

All Managers shall ensure maximum cooperation by themselves and their personnel to facilitate the effective completion of audit activities in the shortest possible period.

- The Auditor shall enter each Non-Conformance onto the Non-Conformance database, advising where possible suitable corrective action and agreeing a realistic target completion date;
- Both the Auditor and the Auditee shall retain copies of the report;
- Each report shall be numbered and confined to single aspects of the non-conformity;
- Where the Auditor identifies a situation, which needs to be highlighted but does not warrant the issuing of a Non-Conformance Report, an Observation shall be raised;
- On completion of an audit the Auditor shall pass a copy of audit report containing the Non-Conformance Report numbers to the Senior Manager for the department audited, retaining an Auditor's copy;
- The HSQE Manager shall monitor completion of audits against schedules to identify any slippage of original audits.

7. Corrective Action

The Senior Manager shall arrange appropriate action to correct the non-conformity.

8. Corrective Action Review

The Auditor shall re-audit the applicable activity and record the findings on the Non-Conformance Report database.

- If the action is incomplete / unsatisfactory, the HSQE shall agree a new realistic target completion date with the Manager and update the Non-Conformance Report database;
- Where effective completion is established, the completed Non-Conformance Report shall be passed to the HSQE Manager who shall endorse the audit records accordingly.

9. Records

The HSQE Manager shall maintain files of Audit Reports and review the Non-Conformance Report database demonstrating the effectiveness of the QE Management Systems.

10. Management Review

- The HSQE Manager shall produce a report of internal audits for the executive meeting;
- The HSQE Manager shall maintain suitable records to monitor the completion of the Management Review function;
- Where circumstances dictate the HSQE Manager shall immediately refer audit results to the Director for his involvement.

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