

INTERNAL AUDIT SCHEDULE

Instructions:

The QA department shall conduct internal audits at planned intervals, which is twice a year for each department, to determine whether the Quality Management System (QMS):
a) Conforms to the requirements of this ISO Standard and to the quality management system requirements established by the organization, and b) is effectively implemented and maintained.

The purpose of the Internal Audit Schedule, is to keep our audit program on track. The schedule will be completed by the Lead Auditor (Quality Assurance Officer) beginning of each calendar year and will be circulated to all departments. The exact date will be fixed by Lead Auditor 30 calendar days before the schedule, based on the availability of the auditor and the employees of the department. Lead Auditor will send meeting request to the auditor and HODs, on confirmation by all.

Note:

1. The Lead Auditor will be responsible for planning, organizing, and directing the audit, leading the auditor in reaching audit conclusions and review and signoff of the audit report.
2. The assigned Auditor will prepare the audit plan with the audit criteria and scope, gather data, form conclusions and prepare the audit report.
3. The scope of the audit will be sent 72 hours prior to the audit to relevant Head of Department.
4. All documented information relevant to the department's Quality responsibility needs to be available.
5. The Auditor has to submit the audit report to the Lead auditor and audited department within 5 working days.
6. The selection of the auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.

IA SCHEDULE FOR YEAR 2018

Department to be audited	JAN	*FEB	*MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Name of Auditor	Name of Lead Auditor	Remarks
CR Department										W1			Dania	Swapna	*Schedule 1: One Round of Audits were conducted during Feb and March for all departments by CSA Consultants (2 nd Party) to assess the readiness of the QMS.
Front Desk											W1		Remin	Swapna	
Finance Department												W1	Karen	Swapna	
HR Department										W2			Dania	Swapna	Schedule 2: The CBS Internal Audits will begin from October 2018 which will be conducted for each department of CBS.
IT Department											W2		Michelle	Swapna	
BD Department												W2	Karen	Swapna	
QA Department										W3			Remin	Ayman	
Executive Management											W3		Michelle	Swapna	<div> <div></div> Completed </div> <div> <div></div> Scheduled </div>
	Round 1 Phase									Round 2 Phase					

Prepared By (QAO):

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Approved By (GMD):

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Classification

Internal

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