1.0 PURPOSE

- To ensure that the procedures as defined in the Quality Manual are being followed.
- To determine the effectiveness of the procedures (QAP) and Work Instructions (WI) as noted in controlling the quality of Industrial Welding and Engineering (IWE) and MTC Engineering (MTC) and extends to their subcontracted vendor's products
- To identify the need to modify, add or delete any of the above procedures.
- To establish a baseline requirement for annual and other internal audits and as extended to subcontracted services.

2.0 SCOPE

As IWE and MTC shall adhere to all areas described in the respective ISO9001 clauses as referenced in the QAM and supporting procedures, policies, and work instructions affecting day-to-day operations and the control of end-item deliverables are subject to this audit procedure.

As IWE and MTC subcontractors are considered an extension of each respective companies quality management system (QMS), this audit procedure and associated Work Instructions (WI) flow down to include subcontractors QMS as defined in their respective QAM, procedures and Work Instruction relative to compliance to ISO9001, ISO9002, MIL-Q-9858 or MIL-I-45208.

3.0 RESPONSIBILITIES

The QA/Engineering Manager, Project Manager or designee:

- Initiates the audits and ensures that they are conducted in an efficient manner.
- When required, selects audit team members.
- Delegates the authority to carry out specific audits in accordance with this procedure and supporting WI.
- Issues, performs and documents summary results as specified in WI-9.0.
- Initiates and/or assigns issuance of subsequent QA documentation if required including issuance of a Corrective Action Request (CAR).
- Notifies the customer if any delivered product is suspect of not meeting quality standards. (Forms of notification may vary based on each customer's requirements.)

An Audit Team can be comprised of a single manager or designee and an area lead, supervisor or manager or designee or in cases of subcontractor, the contractor's Quality Representative.

The cognizant Area Manager or designee shall respond to any audit findings where some form of corrective action is required.

4.0 PROCEDURE

4.1 The Audit Team

The audit team is composed of representatives as noted in 3.0 of this QAP.

The Lead Auditor, when required, selects additional auditors for a specific audit initiated.

An Area Auditor or Auditors are selected from a function directly involved in the area of audit.

Auditors shall have sufficient seniority in the company to reflect the importance of the audit.

4.2 Training

Auditors shall use WI-9.0 as the auditing techniques guide.

4.3 Audit Plan

The QAM is required to be audited annually for compliance and continuous improvement updates.

The frequency of QAP, WI area compliance audits including subcontractors is adjusted based on prior audit findings.

Subcontractors are required to be audited annually for compliance and continuous improvement.

For subcontractors, an annual questionnaire can be sent in lieu of an on-site audit. On-site subcontractor audits are only utilized when serious QMS no-compliances occur and jeopardize product quality and/or delivery schedules and senior management believes it is in the best interest of the company.

The QA/Engineering Manager, Project Manager or designee creates the audit schedule. The audit schedule defines:

- Procedural area of proposed audit. (QAM, QAP or WI.)
- Proposed area audit is to encompass. i.e. shop, administrative, subcontractor defined area.
- Specifics relative to a QAM clause, QAP or WI. i.e. Receiving Inspection-Raw Material Control.
- Schedule syllabus. Date, Time start and anticipated end time, and duration.

4.4 The Audit

Departments are notified of an upcoming audit via email and/or any recordable form of official notification.

The Lead Auditor briefs auditors on procedures and audit scope prior to the audit, including the working environment criteria. Auditors study the procedures prior to the audit.

During the audit, auditors ensure that procedures are being followed and record their findings onto QA Form QA002, Internal Audit Form as defined in WI-9.0.

The QA/Engineering Manager, Project Manager or designee reviews the audit findings. Audit findings are reviewed with the staff responsible for the procedures, WI or physical area audited.

4.5 Corrective Action

Upon review of the audit, if an audit finding is not legitimate, the corrective action system is followed per QAP 14.0 - Corrective and Preventive Action.

Lead Auditor has the final say in cases where the legitimacy of an audit finding cannot be resolved.

The QA/Engineering Manager, Project Manager or designee completes the QA001 CAR Form to initiate the corrective action. The CAR is logged in to the Quality Action Log located in the QA Audit-Activity Master Folder on the on-line system and as defined in WI-8.0 for a minimum of 5 years or as required specific to customer requirements.

The QA/Engineering Manager, Project Manager or designee verifies successful implementation of the corrective action. The corrective action must be completed within an agreed amount of time as noted on the CAR.

Follow-up audits by the QA/Engineering Manager, Project Manager or a designee shall be concluded within 90 days to verify that the corrective actions are being maintained.

4.6 Closing an Audit

Audits are closed upon completion of the Audit Summary Report (QA001 form) or, if a CAR is issued, after completion of the 90 day verification audit.

The Lead Auditor or designee shall prepare a final audit report and approves the final audit report prior to distribution. The final audit report is distributed to all attendees and/or contributors of the audit review process.

To close the audit, The QA/Engineering Manager, Project Manager or designee finals the QA Form 002 and scans and/or saves the completed document as noted in sections 4.4, 4.5 and WI-8.0.

4.7 Review and Evaluation

The QA/Engineering Manager, Project Manager or designee reviews audit results for potential areas of continuous improvement.

5.0 RELATED DOCUMENTS

QAM
QAP 14.0
WI-8.0
WI-9.0
QA Form QA001
QA Form QA002