INTERNAL AUDIT QUESTIONNAIRE

Alpha
Consulting Engineers Pte Ltd

Project Title:	Date:		
	Project No.: -		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
1. An annual audit programme prepared by the Audit Manager which indicate the schedule of the audit and the month in which each element of the Quality System is forecast to be investigated by audit. 2. The audit cover surveillance of all authorised Quality System Procedures. 3. Audit Manager notifies the Project Director, Project Managers and internal auditors of the date of the audit giving **not less than three days notice in writing**. 4. Initial meeting on the day of audit with the Project Director or his nominee and the auditor to explain the scope and time-scale for the audit. 5. Interviews with staff at work place and examination of documentation based on Inter Audit Questionnaire drafted by the Auditor. 6. Audit results being recorded on the Inter Audit Questionnaire and Notice(s) of Non-Compliance raised for each non-compliance. 7. Each Notice of Non-Compliance is to carry a confirmation signature from the Project Director of his nominee.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
8. The auditee proposes an action required to provide a solution to the Non-Compliance. 9. Verbal summary of the findings given by the auditor at the end of the audit. 10. Audit report are prepared in accordance with Clause 2(f) of the procedures. 11. Discussion and arrangement for corrective action are recorded in Section 2 of the Notice of Non-Compliance together with the completion date. 12. The Auditor ensures that the corrective action is completed within the required time stated. 13. The auditor confirmed to the Audit Manager that corrective action has been satisfactory completed by returning a copy of the Notice of Non-Compliance carrying the confirmation signature of the Project Director or report if the corrective action has not been completed. 14. Any unresolved difficulties are referred to the Audit Manager.			
Comments: Auditor Signature: Date:			

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15. Audit Manager consolidated all the non-conformance found and summary of all non-conformance distributed to all Project Director for their action or information. 16. Audit Manager report on any outstanding matters to the Managing Director at the Management Review Meeting. 17. Audit Manager maintains a register of internal audits. 18. An overall review of the QSP undertaken at least annually and the date agreed between the Managing Director and the Audit Manager and recorded. 19. Audit Manager shall prepare review agenda including but not necessarily limited to items in Clause 3 of the procedures. 20. Minutes of Review Meeting which identified the agreed corrective action to be taken are recorded by Audit Manager and distributed to all those attending the meeting. 21. A copy of the minutes is retained by the Audit Manager in the Quality System record.			
Comments: Auditor Signature: Date:			

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Procedures Audited: QUALITY & ENVIRONMENTAL SYSTEM AUDIT **Quality & Environmental System Audit (S14)**	YES	YES BUT	NO
22. Quality Manager maintains the Quality System records as listed in the procedures. 23. Quality Manager periodically review the Quality System Records and where appropriate forward the records for retention in the Company Archives in accordance to the procedures on Archives Control.			
Comments: Auditor Signature: Date:			