

DEPARTMENT	OEC-IAD-IA-P-01	ISSUE DATE	REVISION #
AUDIT	INTERNAL QUALITY AND INFORMATION SECURITY AUDIT PROCESS	2016-09-27	1.0
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PURPOSE

Internal Quality audit is to ensure effectiveness of Quality and Information Security Management System.

SCOPE

Internal Quality Auditor is responsible for utilizing a systematic, disciplined approach in evaluating and improving the effectiveness of internal quality and Information Security controls. To prepare and submit Internal quality audit report to MR.

REFERENCE

N.A.

RESPONSIBILITY

Internal quality and Information Security auditors are appointed and are responsible to carry out the audit as per the audit plan and schedule.

PROCEDURE / DESCRIPTION OF ACTIVITIES

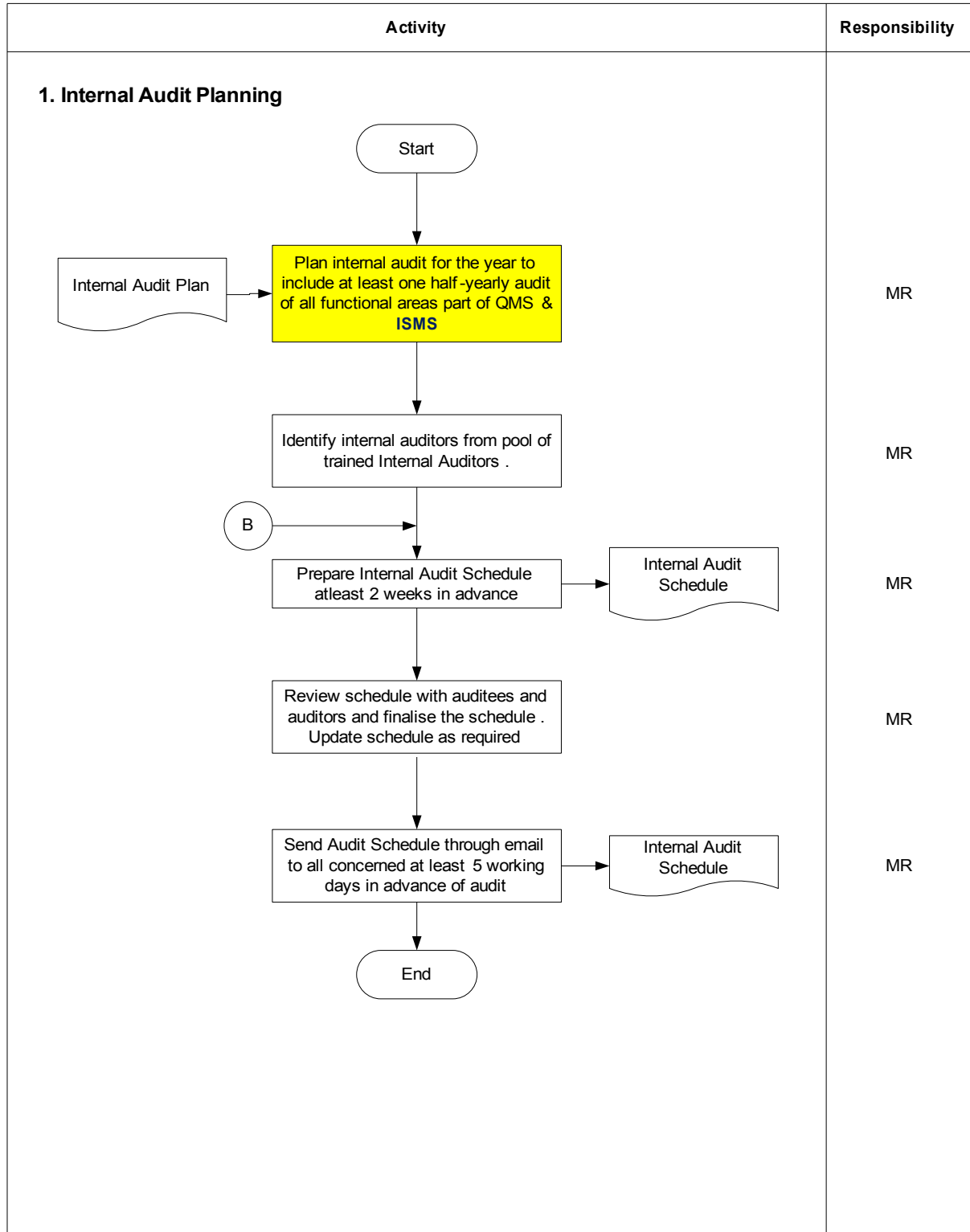
Refer to the flow chart for the detailed steps.

FORMATS / EXHIBITS

Record Number	Record Title	File Name	Location of Record	Responsibility	Retention Period
OEC-IAD-IA-F-01	Audit Plan	Internal Quality and Information Security Audit	MR's Office	MR	3 years
OEC-IAD-IA-F-02	List of Internal Auditors	Internal Quality and Information Security Audit	MR's Office	MR	3 years
OEC-IAD-IA-F-03	Audit Schedule	Internal Quality and Information Security Audit	MR's Office	MR	3 years
OEC-IAD-IA-F-04	Internal Quality and Information Security Audit Report	Internal Quality and Information Security Audit	MR's Office	MR	3 years
OEC-IAD-IA-F-05	Summary of Internal Quality and Information Security Audit Findings	Internal Quality and Information Security Audit	MR's Office	MR	3 years

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Internal Audit Process:



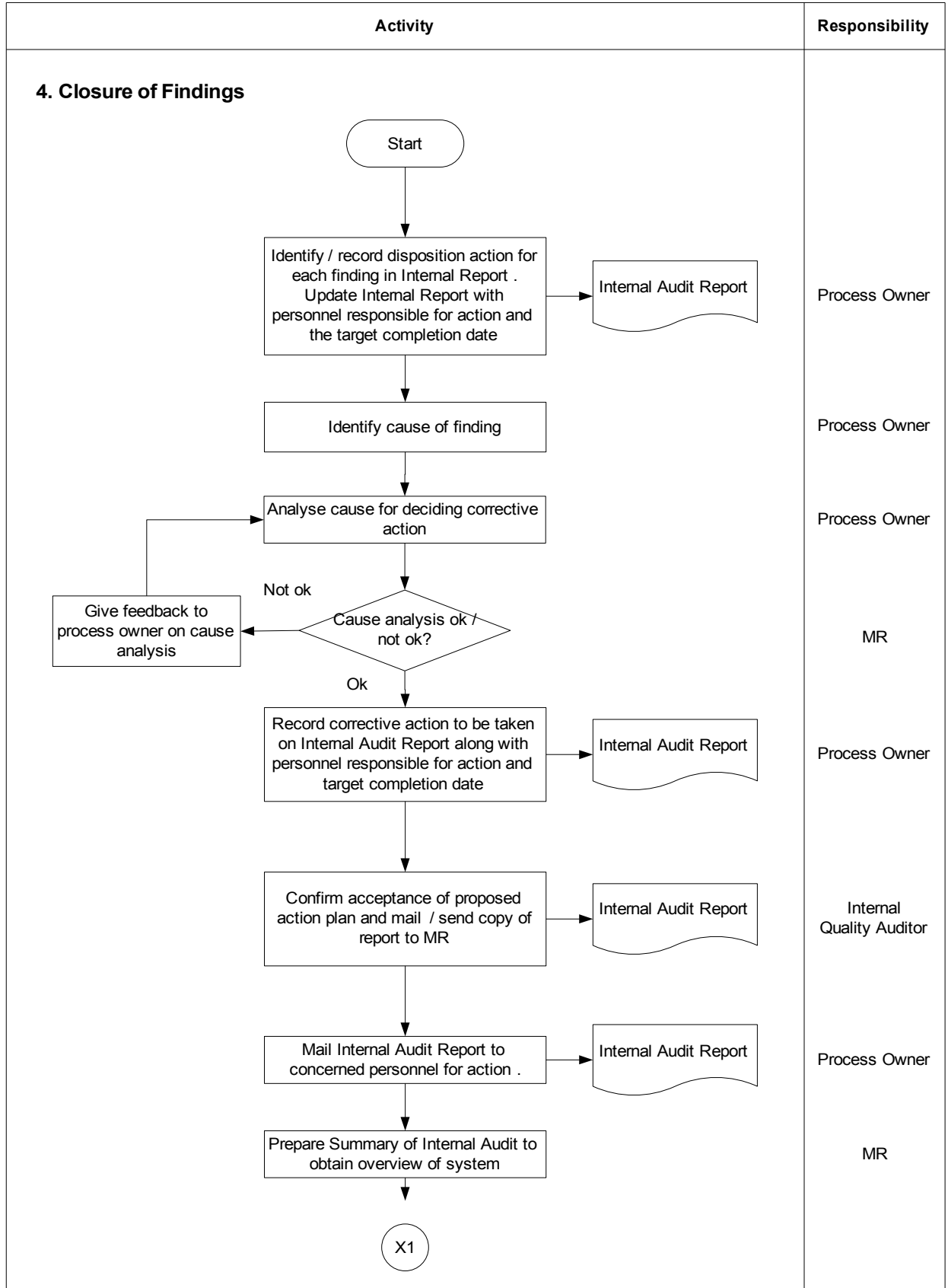
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Activity	Responsibility
<p>2. Preparation and Execution of Audit</p> <pre> graph TD Start([Start]) --> Step1[Study previous audit reports , Manual , processes and instructions prior to audit . Update Audit Checklist] Documents[Documents] --> Step1 Step1 --> Step2[Conduct audit as per Internal Audit Schedule so as to cover all relevant clauses of ISO 9001 & 27001 Standard in all areas in scope . Use checklist for audit if required] InternalAuditSchedule[Internal Audit Schedule] --> Step2 Step2 --> Step3[Collect evidence through interviews , examination of documents , observation of activities and conditions in the audit areas] Step3 --> Step4[Come to mutual agreement of finding with auditee] Step4 --> End([End]) </pre>	<p>Internal Auditor</p> <p>Internal Auditor / External Auditor (if required)</p> <p>Internal Auditor</p> <p>Internal Auditor</p>

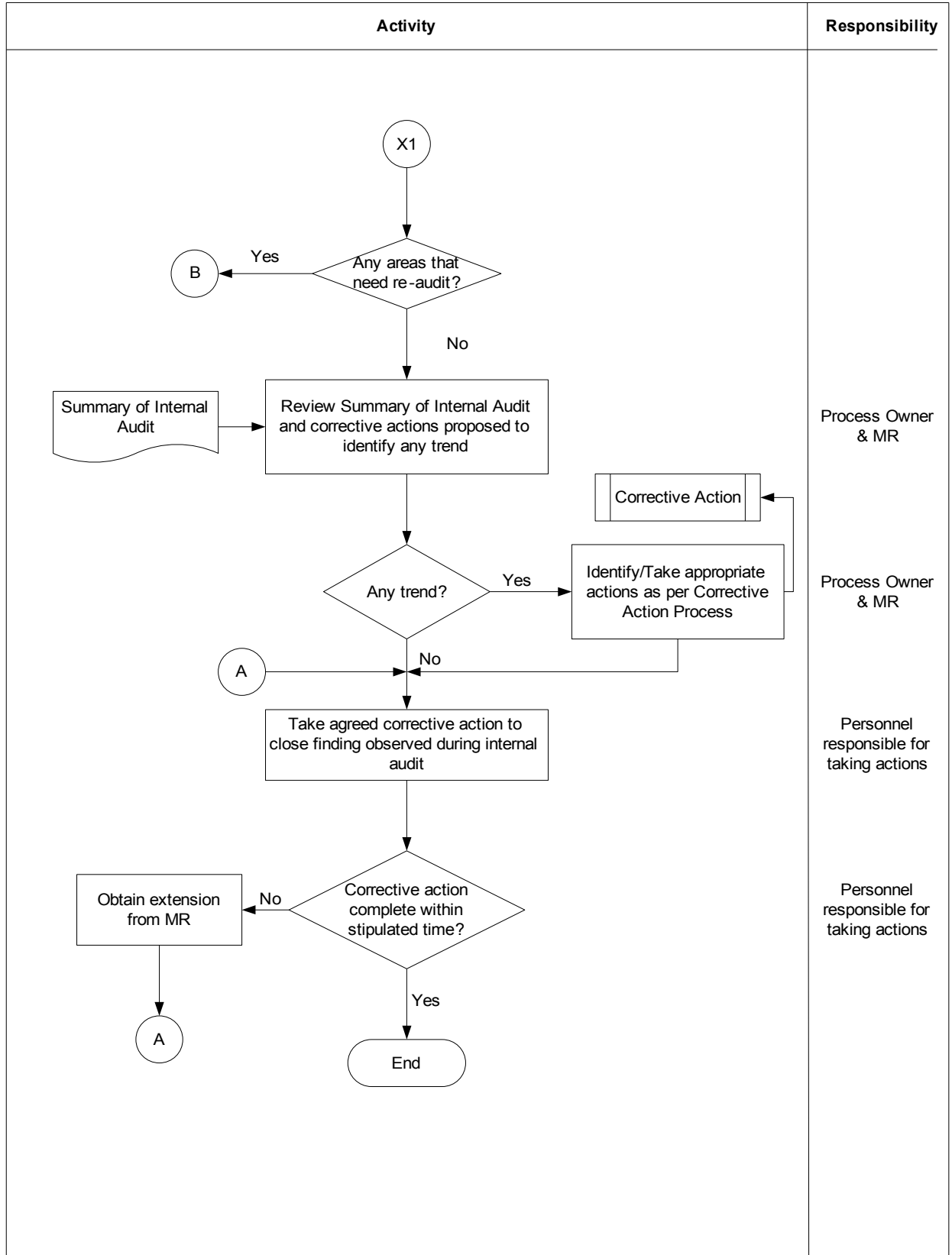
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Activity	Responsibility
<p>3. Reporting of Audit Findings</p> <pre> graph TD Start([Start]) --> A[Document audit findings in Internal Audit Report] A --> R1[Internal Audit Report] A --> B[Complete Internal Audit Reports for non-conformances and observations] B --> R2[Internal Audit Report] B --> C[Obtain consent of auditee on Internal Audit Report to indicate acceptance of finding] C --> D[Give details in Internal Audit Report regarding Process Location Process / Product] D --> End([End]) </pre>	<p>Internal Auditor</p> <p>Internal Auditor</p> <p>Internal Auditor</p> <p>Internal Auditor</p>

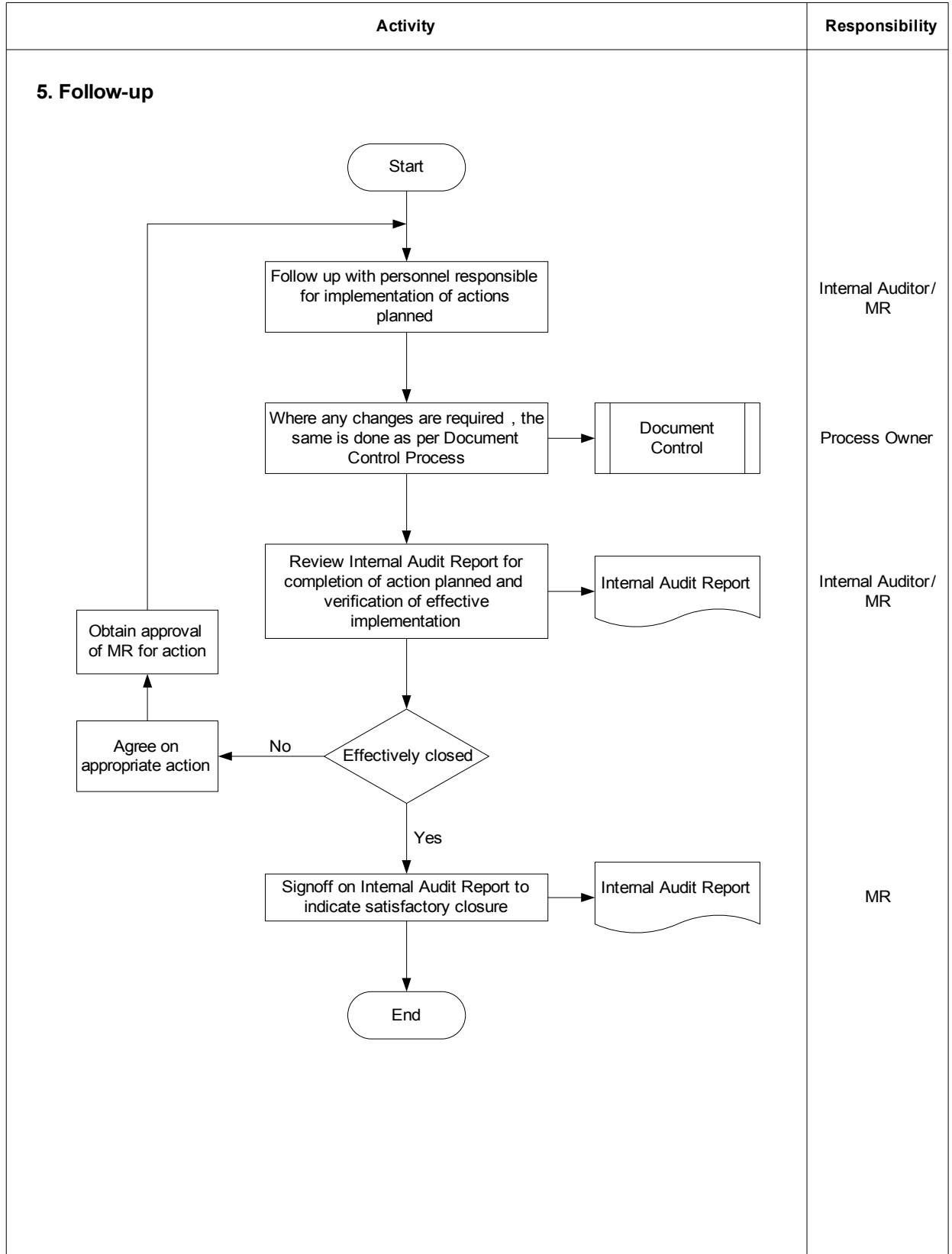
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Activity	Responsibility
<p>6. Management Review</p> <pre> graph TD Start([Start]) --> Process[Present results of audit including the findings and actions taken to close findings to management at Management Review meeting] Reports[Internal Audit Reports] --> Process Process --> Review[Management Review] Review --> End([End]) </pre>	<p>MR</p>

ENCLOSURES

NA

FORMATS / EXHIBITS

NA