

PLASTICS MOLDING COMPANY GENERAL INSTRUCTIONS	PREPARED BY: GENERAL MANAGER	DATE: 04/15/04	PAGE 1 OF 2
	APPROVED BY: PRESIDENT	REVISION: A	GI-Q6
TITLE: INTERNAL AUDITS			

1.0 PURPOSE

The purpose of this procedure is to describe the method used for internal audits.

2.0 SCOPE

This procedure applies to the performance of internal audits.

3.0 RESPONSIBILITY

The Q.A. Manager, or authorized designee, is responsible for the performance of internal audits and the adherence to this procedure.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

PFQ19 - Internal Quality Audit Schedule
 PFQ22 - Internal Audit Checklist
 PFQ33 - PMC Non-Compliance Report

6.0 PROCEDURE (See Figure 1 attached)

1. Schedule of audits to be performed, will be maintained by the Management Rep., using Form PFQ19.
2. The Management Rep. shall determine what section of the system will be audited, according to status and importance of the activity
3. Audits will be performed by a trained auditor, independent of the department being audited.
4. Audits will be performed to the specific elements of the Quality Manual and related documents in that section, using FQ60.
5. Audits will be performed utilizing personnel from all shifts, where applicable.
6. Audits will be graded on a compliance or non-compliance basis.
7. Results of the audits will be given to the Manager of the department being audited and a copy will be kept on file in the Quality department.

8. Any non-compliance will be stated on Form #PFQ33 (Non-Compliance Report) and corrected/answered in a reasonable amount of time.
9. Verification of correction of the non-compliance issue will be made by means of a follow-up audit.
10. Recap of audits to top management will be presented a minimum of once per calendar year.