

## 1. Purpose

Per the Title.

## 2. Scope

Applies to internal and contract auditors of the Management System.

## 3. Content

- 3.1. Management Representative prepares and publishes an annual Internal Audit Plan per the [Audit Plan Template](#).
- 3.2. Auditors will provide an audit report per the [Audit Report Template](#) to the relevant personnel within five business days from the completion of the audit.
- 3.3. Management Representative reviews and updates the Internal Audit Plan upon completion of each audit.

## 5. Review and approval

Rev.	Description of the change	Author	Approved	Date
07	Added 4.0 on reporting to GM	<i>J. Clark</i>	<i>J. Clark</i>	12/2/19

Optimization statistics:

Original word count – 750

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Revised pages – 1, 80% reduction

It is possible to eliminate the procedure all together and use the Audit Plan instead