SOP FOR INTERNAL AUDIT

Purpose

To standardize the planning, conduct, and reporting of internal audits.

Scope

Applicable to all departments and processes within the ZIBU Health Institute Quality Management System.

Procedure

Step 1: Audit Planning

Develop an annual audit schedule, define audit scope, criteria and objectives, and assign qualified, independent auditors.

Step 2: Notification

Notify the auditee department in advance and share the audit checklist or agenda.

Step 3: Audit Execution

Review records and documents, conduct interviews, observe processes, and identify nonconformities.

Step 4: Reporting

Prepare an audit report, classify findings as major nonconformity, minor nonconformity, or observation, and submit the report to the Quality Management Cell.

Step 5: Corrective Action

Route nonconformities to the CAPA process and assign responsible owners and due dates.

Step 6: Follow-up & Closure

Verify the effectiveness of corrective actions, close audit findings, and archive audit records.

Responsibility

Internal Audit Team and Quality Management Cell.