

Internal Audit

In this section, the standard requirements related internal audits of the producer group are provided

Brief About the Requirements:

Key Points to be kept in mind for selection and qualification of internal auditors and conducting of quality management systems internal audits.

1. Coverage and use of Check lists for internal Audit:

- QMS Checklist for the Group to be used for Internal Audit, which is uploaded into this section.
- Internal auditor has to approve the internal inspection reports submitted by the internal inspectors.

2. Frequency:

- Minimum of once in a year in case of annual crop or per crop cycle as applicable.

3. Competency of Internal Auditors:

- Evaluation of competency requirements documented in Internal QMS auditor qualification Matrix, which is uploaded into the section.
- Internal Audit of QMS becomes void, if the internal audits are conducted by the internal auditors without meeting the above requirements.

4. Use of Internal or External Auditors:

- In case, the group does not have the qualified auditors, then it can engage the external auditors meeting the above requirements.

5. Non Conformances during Internal Audits:

- All Non Conformances if any raised by the Internal Auditor during internal audit to be closed by the group before scheduling CB certification/External audit

6. Submission of Reports:

- The completed internal audit report and closure of non-conformances to be submitted by the internal auditor to the Producer group.

7. Records:

- All the qualifications and trainings of the internal auditors meeting the above requirements to be kept by the group for submission to the certification body during the external audit.

Notes:

- You are always advised to go through the latest requirements for selection and qualification of inspectors by visiting the websites of relevant standard/scheme owners .