

ISOXpress - Licensed to: AQA Company, Inc.

Select Module: **Internal Audits**

**Internal Audits**

Report	No	Title
Add New	002	ISO 9001 Internal Audit - Regular Semiannual
Edit	001	ISO 9001 Internal Audit - Regular Semiannual
Delete		
Print List		

The **Internal Audits** module is used to record, plan and track internal audits and the associated audit findings. You can also generate a **PDF report** for a particular audit or finding, and a **PDF print-out** of all audits as they appear in the table (read more about reports in tutorial [Navigation And Common Features - Reports](#)). To **sort** any table, click on the column header.

**Audit plan for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

Generate New	No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
Add New Item	01	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
Edit Item	02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
Delete Item	03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
	04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	9/2/2008	9/2/2008	CLOSED
	05	PRP05 - Production	Production	Matthew Chase	9/2/2008	9/2/2008	CLOSED
	06	PRP05 - Production	Production	Emilio Rodriguez	2/16/2009		
	07	PRP06 - Delivery	Shipping	Matthew Chase	9/24/2008		
	08	PRP07 - Insp., Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		
	09	PRP07 - Insp., Test, Metrology	QC, Production	Matthew Chase	3/11/2009		PLANNED

Use the **sidebar menu** to add, edit, or delete audits, audit plan items, and audit findings.

Read more about the sidebar menu in tutorial [Navigation And Common Features - General Navigation](#).

Use the **Setups** menu to:

- Setup auditors,
- Define processes to be audited, and
- Create a template audit plan.

**Audit findings for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

Report	No	Title	Type	Process	Due Date	Status
Add New	01	Obsolete product specs on website	Minor	PRP01 - Sales & Order Processing	9/22/2008	CLOSED
Edit	02	Adhesive supplier is not on Approved Supplier List	Major	PRP02 - Purchasing	10/21/2008	CLOSED
Delete	03	No QA/QC requirements in PO No: J-356-07	Minor	PRP02 - Purchasing	11/20/2008	OPEN
	04	Delivery receipts lost - no record of prod acceptance	Minor	PRP03 - Receiving	11/20/2008	OPEN

ISOXpress

Setup: Auditors, Processes, Audit Plan

Master: Doc Menu, Doc Control, Corrective Action, Internal Audits

Tutorials

AQA COMPANY

About

ISOXpress - Licensed to: AQA Company, Inc.

Select Module: **Internal Audits** Log Out User: Dave Lubinski Exit Setups Admin Help

**Internal Audits**

Report	No	Title	Strt Date	End Date	Status
Add New	002	ISO 9001 Internal Audit - Regular Semiannual			PLANNED
Edit	001	ISO 9001 Internal Audit - Regular Semiannual	7/31/2008	6/30/2009	OPEN
Delete					
Print List					

When you select (click on) an **audit**...

**Audit plan for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

Generate New	No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
Add New Item	01	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
Edit Item	02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
Delete Item	03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
	04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	9/2/2008	9/2/2008	CLOSED
	05	PRP05 - Production	Production	Matthew Chase	9/2/2008	9/2/2008	CLOSED
	06	PRP05 - Production	Production	Emilio Rodriguez	2/16/2009		
	07	PRP06 - Delivery	Shipping	Matthew Chase	9/24/2008		
	08	PRP07 - Insp., Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		
	09	PRP07 - Insp., Test, Metrology	QC, Production	Matthew Chase	3/11/2009		PLANNED

...the middle table will display the **audit plan** for the selected audit and...

**Audit findings for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

Report	No	Title	Type	Process	Due Date	Status
Add New	01	Obsolete product specs on website	Minor	PRP01 - Sales & Order Processing	9/22/2008	CLOSED
Edit	02	Adhesive supplier is not on Approved Supplier List	Major	PRP02 - Purchasing	10/21/2008	CLOSED
Delete	03	No QA/QC requirements in PO No: J-356-07	Minor	PRP02 - Purchasing	11/20/2008	OPEN
	04	Delivery receipts lost - no record of prod acceptance	Minor	PRP03 - Receiving	11/20/2008	OPEN

...the bottom table will display the **findings** pertaining to the audit.

ISOXpress

Setup: Auditors, Processes, Audit Plan

Master: Doc Menu, Doc Control, Corrective Action, Internal Audits

Tutorials

AQA COMPANY

About

ISOXpress - Licensed to: AOA Company, Inc.

Each audit has its own specific **audit plan**. The plan **schedules all processes/locations** to be audited through the audit cycle, **assigns auditors**, and **tracks the status** of each item.

The initial plan can be generated from a template audit plan (the **Generate New** button) and then customized further for a specific audit.

Use this **Audit Plan** setup button to create a **template audit plan** that can be used as a starting point for establishing the actual audit plan for individual audits.

**Audit plan for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
01	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	9/2/2008	9/2/2008	CLOSED
05	PRP05 - Production	Production	Matthew Chase	9/2/2008	9/2/2008	CLOSED
06	PRP05 - Production	Production	Emilio Rodriguez	2/16/2009		PLANNED
07	PRP06 - Delivery	Shipping	Matthew Chase	9/24/2008		PLANNED
08	PRP07 - Insp., Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		PLANNED
09	PRP07 - Insp., Test, Metrology	QC, Production	Matthew Chase	3/11/2009		PLANNED

**Audit findings for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

No	Title	Type	Process	Due Date	Status
01	Obsolete product specs on website	Minor	PRP01 - Sales & Order Processing	9/22/2008	CLOSED
02	Adhesive supplier is not on Approved Supplier List	Major	PRP02 - Purchasing	10/21/2008	CLOSED
03	No QA/QC requirements in PO No: J-356-07	Minor	PRP02 - Purchasing	11/20/2008	OPEN
04	Delivery receipts lost - no record of prod acceptance	Minor	PRP03 - Receiving	11/20/2008	OPEN

Customize the audit plan by adding/deleting items, changing the order (sequence) of items, assigning auditors, and scheduling planned audit dates.

Track the audit program by filling in the actual completion dates and the status of individual items.

ISOXpress - Licensed to: AQA Company, Inc.

Select Module: **Internal Audits** Log Out User: Dave Lubinski Exit Setups Admin Help

**Internal Audits**

No	Title	Strt Date	End Date	Status
002	ISO 9001 Internal Audit - Regular Semiannual			PLANNED
001	ISO 9001 Internal Audit - Regular Semiannual	7/31/2008	6/30/2009	OPEN

Findings (nonconformities) identified during an audit are documented and processed in the bottom table.

The findings are similar to corrective actions. They identify the **nonconformity**, and are further processed to determine the **root causes**, implement **corrective action**, verify implementation, and **close out** the finding. All these steps are included in the findings form.

To initiate a **new finding** click the **Add New** button. To edit and/or further process an existing finding, select the finding and click the **Edit** button.

**Audit plan for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
01	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	9/2/2008	9/2/2008	CLOSED
05	PRP05 - Production	Production	Matthew Chase	9/2/2008	9/2/2008	CLOSED
06	PRP05 - Production	Production	Emilio Rodriguez	2/16/2009		PLANNED
07	PRP06 - Delivery	Shipping	Matthew Chase	9/24/2008		PLANNED
08	PRP07 - Insp., Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		PLANNED
09	PRP07 - Insp., Test, Metrology	QC, Production	Matthew Chase	3/11/2009		PLANNED

**Audit findings for audit: 001 - ISO 9001 Internal Audit - Regular Semiannual**

No	Title	Type	Process	Due Date	Status
01	Obsolete product specs on website	Minor	PRP01 - Sales & Order Processing	9/22/2008	CLOSED
02	Adhesive supplier is not on Approved Supplier List	Major	PRP02 - Purchasing	10/21/2008	CLOSED
03	No QA/QC requirements in PO No: J-356-07	Minor	PRP02 - Purchasing	11/20/2008	OPEN
04	Delivery receipts lost - no record of prod acceptance	Minor	PRP03 - Receiving	11/20/2008	OPEN

**End of Slide Show. Thank You for Watching**