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SOP Title	SOP No.	Version No.	Effective date
Conducting Internal Audits	QA.SOP-010	00	YYYY/MM/DD

## CONDUCTING INTERNAL AUDITS

<b>Written by:</b>	[Name]	<b>Signature/Date</b>	[YYYY/MM/DD]
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### 1. Purpose

1.1. This procedure describes the process for conducting internal audits to ensure that the quality system in place is effective and complies with regulatory requirements.

### 2. Scope

2.1. This procedure applies to quality audits conducted internally.

### 3. Responsibilities

- 3.1. **Internal Audit Team:** Preparing for and conducting the internal audit as described in this procedure.
- 3.2. **Quality Owner (QA):** Selecting a lead auditor who will be responsible for the internal audit process, overseeing the audit process, and conducting the verification and approval of the final audit report.

### 4. Acronyms and Definitions

- 4.1. **Auditee:** The company or department that is the subject of the internal audit.
- 4.2. **Critical observation:** Presence of an imminent risk to the quality or conformity of the products, or to the health of the consumer.
- 4.3. **Major observation:** The risk to the quality or conformity of the products, or to the health of the consumer, may increase if the situation is not changed.
- 4.4. **Minor observation:** The risk to the quality or conformity of the products is low.

### 5. Related Records

- 5.1. FORM.QA-010A : Internal Audit Checklist
- 5.2. FORM.QA-010B : Internal Audit Report

### 6. Procedure

**SOP TO BE CONTINUED...**