



DILG REGION XIII (CARAGA)  
**SYSTEM  
 PROCEDURE**

Document Code  
**R13-SP-10**

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<b>PROCEDURE TITLE</b>	<b>REGIONAL INTERNAL QUALITY AUDITING</b>	
<b>SCOPE</b>	This procedures starts with the audit program preparation, communication of audit plan to concerned auditees, conduct of audit proper, preparation of audit report and ends with the review of audit program.	
<b>PURPOSE/S</b>	To define the process of regional internal quality auditing to determine Regional compliance to its established QMS standards, department's policies and the applicable legal requirements.	
<b>PROCESS DESCRIPTION</b>		
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>
Regional Office Regional QMS Scope	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>REGIONAL INTERNAL            QUALITY AUDITING</b> </div>	IQA Reports QMR CO QMR RO
<b>DESCRIPTIVE STATEMENT:</b>		
<p>The Regional Internal Quality Audit (RIQA) Leader prepares the Annual Regional Audit Program reviewed by the Regional Quality Management Representative (QMR), and approved by the Regional Director. Once approved, the Regional Internal Quality Audit (RIQA) Leader prepares the Regional Audit Plan to be approved by the Regional QMR and communicates to all concerned Auditees. All assigned Auditors prepare the audit checklist, conduct the audit, generate the findings and issue CAR and OFIR (if any), and prepare the IQA report. The verification of implementation of CA Plans/ Action Plans are then monitored in accordance with the Nonconformity and Corrective Action Procedure. The process ends with the review of the Audit Program by the RIQA Leader to be reviewed by the QMR and approved by the Regional Director.</p>		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	<b>The Regional Internal Quality Audit (RIQA) Leader</b>	Prepare the Annual Regional Audit Program	<ul style="list-style-type: none"> <li>Prepare the Annual Regional Audit Program for the current year and submit to Regional QMR for review</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Audit Program is prepared during the Regional OPB Preparation</li> <li>Include the verification of Corrective Action effectiveness of the open CARs in the Annual Regional Internal Quality Audit Program.</li> <li>The planned interval of the conduct of internal quality audit is every six (6) months.</li> </ol>	<ul style="list-style-type: none"> <li>Annual Regional Audit Program</li> </ul>
2	<b>Regional QMR</b>	Review the Annual Regional Internal Audit Program	<ul style="list-style-type: none"> <li>Review the Annual Regional Internal Audit Program for suitability and adequacy.</li> </ul>	<ul style="list-style-type: none"> <li>Annual Regional Internal Audit Program</li> </ul>