

INTERNAL AUDITS

RCP II-5 Requirement

Internal Auditing Program must include:

- a) Periodically evaluate the effectiveness of the safety management system
- b) Review the safety management system in accordance with the established procedures of the company, when needed
- c) Require reporting of non-conformities
- d) Be included in the corrective action program (see II.A.6)
- e) Include a management review meeting
- f) Internal Audits must be carried out annually.

New Provisions for the Internal Auditing Program:

- a) The Internal Audits can be conducted up to three (3) months before the original anniversary and still maintain the original anniversary date
- b) The Internal Auditing Program must describe the auditor's qualifications and training as well as requiring these persons to be independent of the area being audited.

Key components:

- a) Internal Audit Checklist
- b) Internal Auditor Guidelines
- c) Nonconformity Guidelines and/ or form
- d) Management Review Meeting documentation and / or agenda
- e) The Internal Audit Record or Report with a minimum retention period.

Other Internal Auditing Procedures to be considered:

- a) Organizational responsibility for the Internal Auditing program is identified
- b) Internal Audit non-conformities are tracked and monitored for completed corrective action
- c) The completed corrective actions from Internal Audits are included in the continuous improvement program of the organization