



### Purpose

The purpose of this document is to provide policy on conducting internal audits of the Quality Assurance system in Auckland City Environments.

### Scope

Internal audits are segregated into two structured audit disciplines.

1. Internal technical audits
2. Internal systems audits.

### References

BLD-65.1-PROC, Internal systems audits.

BLD-65.2-PROC, Internal technical audits.

### Policy

The manager building control regulatory services is responsible for internal audits. Internal audits are planned and scheduled in such a way that all applicable policy & procedures and other additional quality system requirements are audited regarding compliance with the implemented Quality Assurance system. Audits will also verify if the Quality Assurance system is effectively implemented and maintained and that the system meets the requirements of Auckland City Environments, including planned actions, objectives and results.

The manager building control regulatory services selects the auditors and ensures they have the required experience and knowledge to perform auditing activities.

Audits are scheduled on the basis of the importance of the activity to be audited. Audit activities are assigned to personnel not responsible for the area or activity to be audited. Internal audits cover the entire Quality Assurance system and its processes, including all shifts of these processes. Each process of the Quality Assurance system must be audited at least once per year.

Audit results are recorded and corrective action is taken as required. Where applicable follow-up audits are conducted to ensure corrective action was implemented and is effective.

Records of internal audits are maintained. As appropriate, management is informed of the results of audits and follow-up audits and takes additional corrective action. The manager building control regulatory services ensures that audit results are part of the management review process.

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| Version     | Draft 1  | Date issued         | Expiry date |      |