INTERNAL QUALITY AUDITS - Guidance

1. The quality audit programme will cover all the elements of the Company quality system at least annually.

2. The allocated auditor will have been trained as an internal auditor or will have assisted the Quality Representative in the execution of at least two audits.

3. The documented Company quality system will be used as the reference document for internal quality audit purposes and the audit will examine adherence to the system, understanding of the system and the need for review where non‑conformance is discovered.