

# Internal audit in 3 steps

**What is it?** The internal audit aims to check an organization's compliance with normative or private references or even customer specifications. It is also a tool to monitor progress in QMS.

## Before the audit

1



Anticipate themes or specific questions



- Create the audit guide or questionnaire
- Provide the auditee with **their schedule** (a plan that describes time spent on each requirement)



The success of the internal audit lies in the methodology, the attitude of the auditor and the involvement of the auditee.

2

## D-Day



- Before starting, **arrange a kick-off meeting** (planning, points raised, progress, presentation of people ...)
- Start the audit, **look for deviations from the objectives**. Focus on open-ended questions ... If you find deviations, be objective and scientific. Deviations are not suppositions, they are facts
- Arrange **an audit closing meeting** that presents the results of the audit. Make sure to end the meeting on a positive note.



**Your attitude is essential**, The auditee is the one that should speak the most, but be careful, the auditor should be leading the discussion.

3

## After the audit

- **Write the audit report**. Do not wait two weeks, your observations must be fresh. If there is a delta between what is written in the report and the audit closing meeting, you will not have the desired effect on the auditee
- **Be concise**. Example: Prefer a report in the form of an action plan.



### Idea for 2018

**Your digitized internal audits** - audits on tablet, automated reports, gain in productivity / security.

