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April 12, 2017

## INTERNAL AUDIT PROCEDURE

The Quality Manager and/or their designee will audit a representative sampling of each of the following policies, procedures, and records annually to ensure that established quality procedures are being followed:

- QMS policies and procedures, including document control
- Technician training records
- Technician competency evaluation records
- Previous internal findings and corrective actions
- Management review findings and corrective actions
- Customer complaints and corrective actions
- Records retention
- Equipment inventory list
- Equipment calibration, standardization, check, and maintenance records
- Test records and reports
- Proficiency Sample Reports

Quality management system policies and procedures, records, reports, interviews with staff, corrective actions, etc., will be reviewed for completeness and conformance to AASHTO R 18 and any other applicable QMS standards. This will ensure that established laboratory policies and procedures are being followed. Documentation will be checked to ensure at least 5 years of retention. Availability and access to current applicable standards (AASHTO, ASTM, OHDL, etc.) will be reviewed.

The results of the internal audit will be recorded on an Internal Audit Check Sheet with any additional pages needed to identify nonconformities and planned corrective actions attached. The Quality Manager will discuss any findings, improvement opportunities, and/or corrective actions with appropriate staff.

The Quality Manager will maintain a file containing all documents relating to internal audits in their office.