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**QACP 14 - INTERNAL QUALITY AUDIT PROCESS**

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**PURPOSE:**

To ensure the compliance and effectiveness of the quality system of the Triton Marine Group Inc.

**SCOPE:**

All sections of the Quality System controlled by ISO9001:2000.

**DEFINITIONS:**

None

**RESPONSIBILITIES:**

The Management Representative is responsible for coordinating all quality audit activities.

The auditors are responsible for conducting the predetermined quality audits.

**REFERENCES:**

Quality Audit Schedule  
Quality System Audit Checklist  
Quality Audit Report



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**PROCEDURE:****14.1 Process Links**

Process Inputs	<i>Process Activities</i>	Process Outputs
<i>Improvement Process</i> Objective Evidence	Quality audit	<i>Improvement Process</i> <i>Management Review Process</i> <i>Document Control Process</i> Determination of system status

**14.2 Audit Preparation**

- 14.2.1 The Management Representative creates the Quality Audit Schedule based on the impact of the procedures on the quality of the Triton Marine Group's products and services, and assigns trained auditors.
- 14.2.2 The Quality Audit Schedule may be adjusted based on various criteria, such as past audit performances and the importance of area subject to audit. The audit frequencies may be accelerated or decelerated at the discretion of the Management Representative, but all areas are audited at least once every twelve months regardless of performance or importance.
- 14.2.3 Each audit has a Quality System Audit Checklist prepared by the assigned auditor and/or by the Management Representative. This checklist is used as a guide during the audit. However, at the auditor's discretion, additional lines of inquiry may be pursued. Where applicable, the audit includes a follow up of any outstanding Corrective Action activities.

**14.3 Auditing**

- 14.3.1 Selection of auditors and the conduct of audits is performed in a manner that ensures objectivity and impartiality. Auditors do not audit their own work.



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- 14.3.2 Auditors are trained either by internal or external instruction. Only those who can demonstrate competence in internal auditing are permitted to train others internally.
- 14.3.3 At the discretion of the Management Representative, a qualified external auditor may be used for the purpose of conducting internal quality audits.

### **14.4 Audit Reporting**

- 14.4.1 A Quality Audit Report is generated for each audit by the assigned auditor. The report records positive objective evidence as well as any nonconformances. A copy of the report is given to the person responsible for the area audited. The General Managers and Department Managers take timely corrective action on deficiencies found in the audit.
- 14.4.2 Follow-up activities verify and record the implementation and effectiveness of the corrective action taken. Where possible, the verification activities are performed by the originally assigned auditor.
- 14.4.3 The Management Representative reviews completed Quality Audit Reports and submits the results to Management Review meetings.