



INTEGRATED MANAGEMENT SYSTEM

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INTERNAL QUALITY AUDIT CIRCULAR

Effective Date: 01-11-2021

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INTERNAL QUALITY CIRCULAR

Ref. No: AUD/CIR/.....

Date

To:

Mr.

Auditor

Mr.

Auditor

Dear Sir,

**SUB: INTERNAL QUALITY AUDIT OF.....DEPARTMENT/SECTION
ON-----AT-----AM/PM**

You are hereby requested to conduct an Internal Quality Audit as per the above subject.

Scope of the Audit: All the relevant Procedures and System related documents/records and works of the department/section. In addition to these Follow up of the last Audit will be conducted, where relevant.

Recording of the Audit findings and all other works will be done as per Procedure No. QP-IQA-1 Auditee is requested to provide all the support to the Auditors for conducting the Audits. The Schedule of the Audit can be changed if both Auditors and Auditee agree on a changed schedule. In case of change of schedule the undersigned should be informed within two days of the issue of the circular.

Thanking you.

Management Representative

Copy to:

Mr.-

(Designation of the Section In charge of the Department to be Audited)

Mr

(Designation of the Auditee) Please attend the audit as per schedule.)

Prepared By		Approved By	
Reviewed By			