
Internal QAS Audit Work Instruction (QAS-W002)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1 This procedure applies to all personnel directing and administering internal management system audits in the St Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

Signature

Date

4.0 DEFINITIONS:

- 4.1 N/C – Non conformance
4.2 QAS – Quality Assurance System Program
4.3 CAR – Corrective Action Request

5.0 PROCEDURE:

- 5.1 St Louis Public Schools conducts internal quality audits according to a schedule developed and maintained by the Lead Auditor and Management Representative. This Audit Schedule is modified, as needed, taking into consideration the status and importance of areas to be audited. All areas of the QAS - ISO certification scope will be audited annually.
- a) Internal audits may be required, in addition to the above requirements, by the Management Review Team.
- 5.2 Internal quality audits are conducted to determine if the Quality Assurance System at St Louis Public Schools conforms to the requirements of ISO 9001:2000 as well as documented procedures and is effectively implemented and maintained.
- a) The Management Representative and Lead Auditor will outline the audit scope and objectives and the audit performance and reporting methods.
- 5.3 Internal consultants plan the audits by preparing an Audit Checklist prior to the start of the audit. This involves the review of previous audit results, CARs opened and/or closed (see CAR Logs) in the department being audited, any non-conformance statements associated documents and processes in order to ensure an effective and efficient audit process.
- a) Internal consultants may re-verify non-conformance CAR's as a means of demonstrating conformity of the QAS.
- b) Internal consultants send the department selected to be audited an Audit Notification (QAS-F013).
- 5.4 The consultants selected to perform internal quality audits are objective and impartial of the process to be audited. No consultant will be permitted to audit his or her own work.
- 5.5 Internal consultants at the conclusion of the internal audit prepare an Audit Reports (QAS-F011). In the event that the internal audit uncovered nonconformities in the Quality

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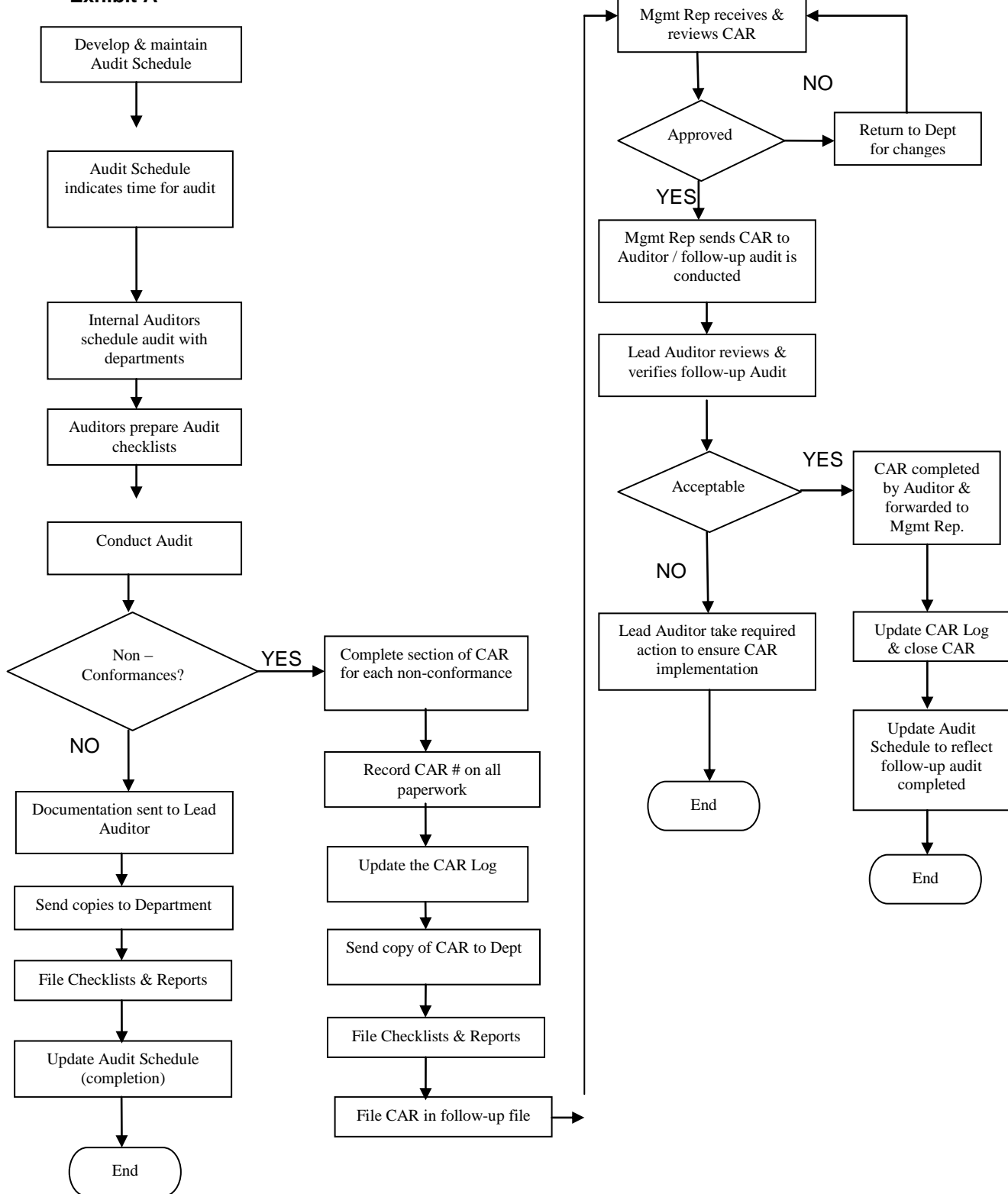
Assurance Systems program, the Internal Consultant shall complete a CAR and submit all documentation to the Lead Auditor and/or Management Representative.

- a) The Management Representative will update the Tentative Audit Schedule (QAS-F015), apply any necessary control numbers to process correction requests, make appropriate copies, and forward the Corrective Action Request Form to the responsible manager.
- 5.6 The responsible manager of the area audited shall correct and/or eliminate the cause of the non-conformity without delay, and return the form to the Management Representative

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Exhibit A



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management Review Agenda
- 6.2 Management Review Meeting Minutes

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Management Review Agenda, Sign-in Sheet and Meeting Minutes	Hard copy in Binder in Project Management Office	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08	A	Initial Release

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