
Auditing Activity Before, During and After QAS Audit Work Instruction (QAS-W003)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1 This procedure applies to all personnel directing and administering management system internal audits in 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 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

Preparing for the audit

- 5.1 Consultants are recommended to audit as a team whenever possible.
- 5.2 Consultant teammates are to meet and review the Internal Audit Checklist for the department being audited to prepare additional questions for the internal audit
- 5.3 The following paperwork will need to be obtained.
- a) Quality Assurance System Manual with attachments.
 - b) Internal Quality Audit Procedure
 - c) Procedures to be audited
 - d) Audit Notification Form
 - e) Internal Audit Planning Document
 - f) Previous audit questions and answers
 - g) Copies of any corrective actions presented to the department being audited
 - h) Internal audit report from previous audit, if any.

During the audit:

- 5.4 If no corrective actions are open/closed to the department being audited, the consultant will check for any concerns mentioned in the previous audit.
- 5.5 Consultants will ask if the concerns have been taken care of in the previous audit and will be reviewed. Consultants are to refer to the forms listed under the Associated Documents and Records Retention Table in the body of the procedure being audited for other documents that will need to be reviewed.

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- 5.6 Consultants will refer to the last audit's questions and answers for any concerns that need to be followed up on.
- 5.7 Consultants will remind the department to fill out a customer survey for input on how the audit went. This will help with continuous improvement for auditing

After the audit:

- 5.8 Schedule time to fill out paperwork with consultant teammate(s) immediately following the audit
 - a) Both consultant's must fill out and sign the Internal Audit Report prior to submitting to the Lead Auditor
 - b) Paperwork needed:
 - 5.8.b.1 Internal Audit Report Form
 - 5.8.b.2 Corrective Action Request Form, if applicable
- 5.9 The Internal Audit Report with all supporting documentation (samples, notes, planning documentation) is to be turned into the Management Representative

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Quality Assurance Systems Manual (QAS – M001)
- 6.2 Internal Quality Audit Procedure (QAS – P007)
- 6.3 Internal Audit Checklist (QAS – F010)
- 6.4 Internal Audit Report (QAS – F011)
- 6.5 Internal Planning Form (QAS – F012)
- 6.6 Audit Notification Form (QAS – F013)
- 6.7 Internal Audit Work Instruction (QAS – W002)
- 6.8 Corrective Action Request Form (QAS – F001)

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

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8.0 REVISION HISTORY:

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

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