

Federal Institute of Science and Technology (FISAT)[®]



Policy on Internal Quality Audits



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
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Focus on Excellence

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]

Policy on Internal Quality Audits

To implement planned and documented internal quality audits, to ensure and assess the compliance and effectiveness of the quality system and to initiate corrective and preventive action wherever necessary, FISAT has a Policy on Internal Quality Audits.

Internal quality audits shall be conducted regularly. Scheduled audits are to be conducted on the basis of importance of activity covering different departments. A yearly audit plan shall be prepared by the staff in charge during the first week of the academic year. The staff in charge shall organize internal quality audits through trained internal quality auditors. They shall be independent of the function being audited. The Principal shall ensure that auditors are not auditing their own work and shall also ensure the objectivity and compliance of the audit process to be effective to meet the requirements. The Internal Auditors shall study the Quality System documents before going for the audits. Clarification, if any, shall be provided by the Management Representative. The Principal shall intimate the Internal Quality Audit plan/schedule to the HOD's and the internal Auditors at least one week before the audit. HOD's shall inform faculty/staff about the objectives and scope of the audit. He shall also appoint a responsible member of staff to accompany/assist the Audit team if necessary. The Audit team shall be given access to the facilities and documents.

The Internal Audit team shall have an opening meeting with H.O.D. or his representative to establish official communication between the internal Audit team and the department and review the scope and objectives of the Internal Quality Audit. The Audit Team shall conduct audit to get objective evidences through interview's, examination of documents, observation of activities, facilities and conditions in the relevant area to ensure / verify that the quality system is effectively implemented and maintained. Deviations/Non conformities deficiencies if any shall be identified and recorded in Non-conformance Report with respect to the specific requirements state in ISO 9001:2015 standard Documented Information. The HOD or his representative shall write down the proposed corrective action/corrections and the proposed date of closing of the N.C.Rs found on the non-conformity report and return it to the Internal Auditor. On completion of the audit, Management and the Audit team shall have a closing meeting with the HOD's or his representative of the audited area to review findings and obtain clarifications if required. Appropriate corrective/Preventive measures shall be discussed. They shall be incorporated in the N.C.R. which is signed by the Audit team as well as the audited department. The audit team leader shall collect all the Nonconformity Reports raised during the Internal quality Audit and submit to the management. The Principal shall arrange to give a copy of the N.C.R. raised during the audit to the concerned HOD for his records. The HODs shall initiate necessary action for the corrective actions/corrections agreed in the N.C.R. and implement with suggestion for improvement. The Principal shall intimate Top management regarding the deviation / non-conformities recorded during the internal Quality Audit for effective Corrective actions/corrections. The Management Representative shall arrange to conduct a follow up audit to verify the effective implementation of the corrective actions/corrections promised during the previous internal quality audit by the HODs. The result shall be recorded and the NCRs are treated as closed. Internal quality Audit Reports/Results and their corrective action/corrections taken, review of these in the subsequent Management Review meeting shall be presented by the Management Representative.



Manoj
PRINCIPAL
FEDERAL INSTITUTE OF
SCIENCE AND TECHNOLOGY (FISAT)
ANGAMALY, KERALA - 683 577