

Irish Colleges Training Centre		
Procedural Manual		
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1.0 Purpose of Policy

It is the policy of the College to ensure that the Quality System is systematically reviewed on a regular basis in order to check its continuing suitability and effectiveness.

2.0 Scope

This procedure covers the conduct of all internal audits of the Quality System.

3.0 Responsibilities

The College Director and College Administrator have responsibility for the organisation and operation of the internal audit programme.

4.0 Related Documentation

- (a) Internal Audit Schedule
- (b) Audit Report Form

5.0 Procedure

- 5.1 The College Director and/or College Administrator shall establish an internal audit schedule, covering all elements of the Quality Assurance System and each functional activity. Each element of the system will be audited at least once per year and more important activities will be audited at least twice per year.
- 5.2 Audits will normally be carried out by the College Administrator. However, other appropriately trained personnel may carry out audits in areas other than their own. The College Director is responsible for the nomination of auditors.
- 5.3 The audit shall be conducted against the appropriate audit checklist and audit findings recorded on the checklist. Prior to the audit the auditor shall check any areas of outstanding action from previous audits and add these to the audit checklist.

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- 5.4 Audit findings shall be discussed with the personnel in the area under audit. Deficiencies and corrective actions required, together with target dates for implementation, shall be recorded on the audit report form.
- 5.5 Details of the audit findings shall be left with each person with whom corrective actions have been agreed, and the original report form is passed to the College Administrator.
- 5.6 The College Director shall monitor progress on the implementation of agreed corrective actions at regular intervals by reference to the report forms. Where actions are not completed the College Director has overall responsibility to take appropriate action.
- 5.7 On completion of all actions the report shall be filed as part of the Quality Assurance Records and evaluation as part of the Management Review of the Quality Assurance System.

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