



QS1 AUDITOR CHECKLIST

QUALITY SYSTEM ONE (QS1)

Company:

Location:

Date:

Auditor:

Rating Definitions and Scoring Terms:

- **Rating "1" – (Major CAR) The required training, written program, practice, or procedure nonexistent or required training or written program inadequate (i.e., required practice and procedure in place sporadically - less than 2/3 implemented).**
- **Rating "2" – (Minor CAR) The training or written program adequate or requiring minor revisions (i.e., practice or procedure is in place with isolated instances of nonconformance - no more than 1/3 of the time. e.g., lack of practice or documentation due to personnel turnover, non-performance by field personnel, or extenuating circumstances.)**
- **Rating "3" – (No CAR required) The company consistently adheres to specific training and written program requirement; required practice and procedures consistently meet the letter of the standard.**

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
A. Quality Control Manual				
1.	6.1 Quality System Requirements	<ul style="list-style-type: none"> • Company has established and maintains a written quality system appropriate to the type, range, and volume as required per job specifications and requirements. • Elements of the quality system are documented. • Documented policies, objectives, and commit to good quality management and industry practices. • Policies, procedures, and objectives are documented in a quality control manual. • There is written documentation that the quality manual is communicated to all affected personnel. • There is evidence that written procedures are followed by all affected personnel. • Company meets audit criteria and is certified to SSPC QP-1, QP-3, QP-6 or QP-8. 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>	
2.	6.1.1 Quality Control Manual - Format	<p>The quality control manual shall follow the format outlined in ANSI Q10013-Guidelines for Developing Quality Manuals. At a minimum, the quality manual, written procedures, and forms shall contain:</p> <ul style="list-style-type: none"> • Title and Identification • Date of Issuance • Issuer's name and title • Signature of approval • Revision updates • Numbered Documents, Forms, and Procedures • Controlled or uncontrolled documentation is identified 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>	

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3.	6.2 Quality Control Manual – Systems and Procedures <u>Submittal Item</u> Quality Manual	The written quality manual clearly states the company's policies and operational procedures as they pertain to inspection activities: At a minimum, the quality manual shall contain: <ul style="list-style-type: none"> • A quality policy statement, including objectives and commitments, by executive management (QS1-6.2.1). • The organization and management structure of the company (group, division, department, etc.), its place in any parent organization and relevant organizational charts (QS1-6.2.2). • The reporting relationship between management, technical operations, support services and the quality system (QS1-6.2.3). • Procedures for control (including distribution) and maintenance of all quality control procedures and corporate record keeping and retention policies (QS1-6.2.4). • Job descriptions of key staff and reference to the job descriptions of other staff (QS1-6.2.5). • Identification of the company's approved signatories (QS1-6.2.6). • The Company's procedures for achieving traceability of measurements against industry standards and manufacturer's recommendations (QS1-6.2.7). • The Company's general scope of inspections and tests. (The precise scope of an inspection will be determined by the terms of the individual contract or work order.) (QS1-6.2.8). • Appropriate and clear reference to the inspection, verification and test procedures to be used (QS1-6.2.9). 	 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
	6.2 (continued) Quality Control Manual – Systems and Procedures	<ul style="list-style-type: none"> • Procedures for performing inspections and tests (QS1-6.2.10). • Reference to any inspection equipment and reference measurement standards used (QS1-6.2.11). • Reference to procedures for inspection, calibration, verification and maintenance of equipment as required (QS1-6.2.12). • Procedures for handling non-conforming materials or products (QS1-6.2.13). 	1 2 3 1 2 3 1 2 3 1 2 3	
B. Quality Plans				
4.	6.3.1 Quality Plans	<ul style="list-style-type: none"> • Company shall define and document how requirements for quality are met. • Quality plan is consistent with company quality system and shall be documented in a format as required per company procedures or a job-specific required format. • The contractor shall include as a minimum the following activities as appropriate in meeting the specified requirements for products, projects, or contracts: Preparation of quality plans. • Identification and acquisition of any controls, processes, or equipment needed to achieve the required quality. • Ensuring compatibility of the production process and the applicable documentation. • Revisions are issued as needed to continue improvement and meet new and existing requirements. 	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
5.	6.3.2 Work plans	<ul style="list-style-type: none"> • Company has a separate written work plan, including an inspection plan for each job phase. • An approved plan is prepared for each task that requires performance of productive work prior to the start of work on that specific project. • Plan is revised and updated to stay current with all requirements. • The plan is a compilation of all processes that make up the required work. Each process shall include as a minimum: • A written description of the process. • Qualification requirements for personnel performing the work. • Auditors Note: All QP1 craft personnel must meet criteria for craft worker assessments and have current and valid certifications as required per job specifications (C-7, C-14, C-12, C-13, etc). • Methods used to ensure personnel accomplishing the procedure have direct knowledge of the requirements prior to beginning work. • Methods used to control procedure. • Acceptance and rejection criteria. 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>	

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
6.	6.4 Procedures for Project Document Review	<ul style="list-style-type: none"> • Company shall establish and maintain documented procedures for project documentation review (QS1-6.4.1). • At acceptance acceptance of a contract, the project documents are reviewed (QS1-6.4.2) to ensure that: • Requirements are adequately defined and documented. • There is documentation that all ambiguities and differences are resolved and approved. • The Company has the capability to meet all contract and specification requirements. • There are procedures showing how amendments and changes to project contracts and specifications are documented and issued to project personnel (QS1-6.4.3). • Records of contract and job specifications are maintained (QS1-6.4.4). 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>	
7.	6.5.1 Document and Data Control	<ul style="list-style-type: none"> • The Company has implemented and maintains documented procedures to control all documents and data that relate to the requirements of QS-1. • Individual documents are clearly legible and have a unique numbering system for identification where applicable. 	<p>1 2 3</p> <p>1 2 3</p>	
8.	6.5.2 Document and Data Approval and Issuance	<ul style="list-style-type: none"> • Company has procedures for reviewing documents and their approval of adequacy by authorized personnel. • A master list or equivalent document control procedure identifying the current revision status of documents is established. • The document control procedures shall ensure that: <ul style="list-style-type: none"> ▪ Pertinent issues of appropriate documents are available at all locations where operations essential to the effectiveness of the quality system are performed. • There are procedures for removing invalid and or obsolete documents. • Retained obsolete documents are clearly marked as such. 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>	
9.	6.5.3 Document and Data Revisions	Changes to documents and data are reviewed and approved by personnel that performed original review and approval or by other authorized personnel.	<p>1 2 3</p>	

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10.	6.6 Internal Review "Spot checks"	<ul style="list-style-type: none"> There is written evidence that inspection results/tests are independently reviewed in the field on a spot basis by a competent supervisor to ensure conformance with specifications and other contract requirements. There is a company policy for spot checks, and documentation of specific project changes. <p>Auditor note: Where specifically documented, and performed by a qualifying auditor, independent of the inspection program, such field checks can be considered part of the internal audit process. Look for sign-off specific to this task and corresponding travel/expense/trip records</p>	<p>1 2 3</p> <p>1 2 3</p>			
	Internal Review "Internal audits"	<ul style="list-style-type: none"> Company has a plan that outlines the particulars of internal audits (who, when, where, etc.). At a minimum, the plan meets SSPC Guidelines for internal auditing (see Appendix A of this checklist) Qualified personnel conduct the Audits. Audits are conducted, findings documented, and results reported to management in accordance with company procedure for internal audits. Projects requiring internal auditing by clients are audited. An internal audit is performed upon receipt of a formal client or prime contractor complaint regarding the inspection process. Unless otherwise instructed by contract, corrective actions are documented and implemented within <u>5</u> working days after notifying executive management of results. Findings are tracked until corrected. Records of corrective action follow up being performed are maintained. 	<p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p> <p>1 2 3</p>			
	C. Organization and Management					

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
11.	5.1 5.2.1A 5.2.6A	<p align="center">Quality System Program</p> <ul style="list-style-type: none"> The QM System function must be identifiable as a separate unit within the organization and operate as such. The organizational chart clearly shows lines of authority. Company practices, procedure manuals, and job duties performed should confirm the separate identity of the QS Function. Company employs a QS Manager who has the responsibility and authority to implement and monitor compliance with all QM System Procedures, as they apply to all industrial/marine coating application operations where a QS1 or equivalent QMS system is required. 	1 2 3 1 2 3 1 2 3	
12.	5.2.6B	QS Manager or QCS Supervisor present during Audit	1 2 3	
13.	5.2.1B	<p>Duties, Qualifications & Training</p> <p>The QM System Manager needs to report directly to Executive Management.</p> <p>The QS Manager or the designated QCS Supervisor must be an SSPC Certified PCS, or SSPC PCI Certified Coatings Inspector, or NACE Level III Certified Coatings Inspector; or hold a BS in Corrosion Science, Corrosion Engineering, or Materials Science/Engineering, and have a minimum of 10 years of relevant corrosion control or protective coatings-related experience</p> <p>Note: Review <i>resumes and QM training certificates for QS Manager and backup QS Managers</i></p>	1 2 3 1 2 3 1 2 3	
14.	5.2.7	<p>QS Manager Back-Up Plan</p> <p>Written plan appointing a designated back up having the required QM System Manager qualifications.</p> <p>Back-up plan must be in writing and be approved by Executive Management and requires the designated replacements to report directly to Executive Management when functioning as assistant or back up QM System Manager</p>	1 2 3 1 2 3	

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15.	5.2.3	<p>Written processes, procedures, and controls are established and distributed by the QS Manager to all persons involved in QS programs.</p> <p>Contractor has to demonstrate that the QS Manager is actively involved in QS activities on an ongoing basis.</p>	<p>1 2 3</p> <p>1 2 3</p>	
16.	<p>5.2.2</p> <p>5.2.4</p>	<p>QS Manager Review of All QS Personnel</p> <p>There is evidence that the QS Manager periodically monitors QS personnel work (e.g., daily upon project "start up," then weekly until QS Manager is satisfied with QS personnel abilities.</p> <p>Verification that all persons under the QS manager's supervision are supervised have responsibilities and authorities documented.</p> <p>Note: "Work" is defined, in this instance, as project documentation but could also include on-site observation of QS personnel. The QS Manager or an Assistant QS Manager, depending on company structure, might perform this function. Inspection results are verified and signed by a competent supervisor not directly performing the inspections.</p>	<p>1 2 3</p> <p>1 2 3</p>	
17.	5.2.3	<p>QS Review by a Responsible Executive (RE)</p> <p>The QC Manual and effectiveness of its implementation is to be reviewed by the RE and that review documented annually.</p>	<p>1 2 3</p>	

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<i>D. Personnel</i>				
18.	7.4 Physical Qualifications of Inspectors	<ul style="list-style-type: none"> • Each inspector has the physical ability to access all areas of the job requiring inspection (QS1-7.4.1) • Each inspector shall show proof of being examined no less than every 10 years to ensure natural or corrected near distance visual acuity. The inspector shall read the J-1 letters of a standard Jaeger Test Chart or equivalent, at a distance of not less than 12 inches with one or both eyes, corrected or uncorrected (QS1-7.4.2). • Each inspector is examined Each inspector shall show proof of being examined no less than every 10 years for color perception using the Ishihara Test or the Farnsworth D-15 Test (QS1-7.4.3). • Examinations are administered by a licensed medical practitioner (or person certified by a licensed medical practitioner to administer tests.) A licensed medical practitioner to provide the necessary data to determine the inspector's color perception may evaluate the inspector. Such inspectors may only be certified to perform inspection work within the inspector's color perception capability (QS1-7.4.5). • The Company has a program to identify any other physical qualifications required to perform the assigned duties (QS1-7.4.6). • Inspectors requiring the physical examinations are examined by a licensed medical practitioner or equivalent at intervals not to exceed one year to confirm continued qualification to perform assigned duties (QS1-7.4.6). 	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	
<i>E. Equipment and Equipment Reference Materials</i>				
19.	8.1 Equipment and equipment reference materials	<ul style="list-style-type: none"> • Inspection personnel are furnished all items of equipment, including references to perform inspections tests. • Review of inspection reports and equipment calibration records confirm compliance. <p>Auditor note: Project records should document all equipment issued to each project or each inspector.</p>	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	
20	8.2 Maintenance of inspection equipment	<ul style="list-style-type: none"> • Procedures and manufacturer's instructions for maintenance and calibration requirements for each piece of equipment are provided to each inspector (QS1-8.3.8). • All equipment is maintained in accordance with manufacturer's recommendations. 	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	

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		<ul style="list-style-type: none"> Records indicate that defective equipment is clearly identified and removed from service (QS1-8.3.9). 	1 2 3	
21.	8.3 Calibration of Inspection Instruments	Calibration records shall be maintained for each instrument. The records shall include: <ul style="list-style-type: none"> The name of the instrument (QS1-8.3.1). Manufacturer's name, type identification, and serial number or other unique identification (QS1-8.3.2). Date instrument was received & date placed in service (QS1-8.3.3). Current location of instrument (QS1-8.3.0) Condition of the instrument when received (e.g., new, used reconditioned) (QS1-8.3.5). Manufacturer's operating and calibrating instructions for the instrument (QS1-8.3.6). Dates and results of the instrument's calibration and date of expiration (QS1-8.3.7). Records of all current and valid calibration certificates. 	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	
F. Measurement Traceability and Calibration				
22.	9.0. Measurement Traceability	<ul style="list-style-type: none"> 21.1-Procedures for ensuring inspection and testing equipment calibration are issued to each inspector (QS1-9.1). 21.2- there is evidence that measurements, where applicable, are traceable to nationally recognized standards (QS1-9.2). <p>Auditor note: When traceability to national standards is not applicable, there is a procedure or instrument manufacturer's instructions to correlate results.</p>	1 2 3 1 2 3	
23. V.F.1	9.2 Measurement Traceability (In service)	<ul style="list-style-type: none"> 22.1- where relevant, reference standards and measuring and testing equipment are subjected to in-service checks (calibration verification) between calibrations. 22.2- Inspectors note field calibration verification or accuracy checks on inspection reports. 22.3- Inspectors note equipment model and serial number for measurements taken with each instrument on inspection reports. 	1 2 3 1 2 3 1 2 3	
G. Inspection Methods and Practices				
24.	10.1A Inspection methods/practices (general)	<ul style="list-style-type: none"> 23.1- Inspectors are furnished up-to-date instruction manuals, which include current standards, instructions on calibration and use of equipment references, at least annually. 23.2- Records demonstrating that individual inspectors have received and understand procedures 	1 2 3 1 2 3	

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
		<ul style="list-style-type: none"> • for use and calibration verification of equipment. • 23.4- Inspectors are provided job site specifications, product data sheets, MSDS, appropriate standards and other applicable job site documents and equipment (QS1-10.1.1). • 23.5-There are post-job inspection files, which document what was furnished to the inspector at the job site. • 23.6- there is evidence that inspectors are brought up-to-date, at least annually, on new standards, new tests, new instruments, and new practices. <p>Auditor note: Look for an annual (or routine) meeting or class to discuss inspection changes. Review meeting outline or class syllabus for applicability. Other acceptable methods include disseminating changes through traceable documents and self-study materials.</p>	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	
25.	10.1B Inspection methods/practices (general)	<ul style="list-style-type: none"> • 23.1- Inspectors are furnished up-to-date instruction manuals, which include current standards, instructions on calibration and use of equipment references, at least annually. • 23.2- Records demonstrating that individual inspectors have received and understand procedures for use and calibration verification of equipment. • 23.4- Inspectors are provided job site specifications, product data sheets, MSDS, appropriate standards and other applicable job site documents and equipment (QS1-10.1.1). • 23.5-There are post-job inspection files, which document what was furnished to the inspector at the job site. • 23.6- there is evidence that inspectors are brought up-to-date, at least annually, on new standards, new tests, new instruments, and new practices. <p>Auditor note: Look for an annual (or routine) meeting or class to discuss inspection changes. Review meeting outline or class syllabus for applicability. Other acceptable methods include disseminating changes through traceable documents and self-study materials.</p>	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	

<i>Audit Item Number</i>	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
		<p>appropriate period.</p> <ul style="list-style-type: none"><li data-bbox="569 277 1188 331">• The records for each inspection and test contain sufficient information to permit their repetition	1 2 3	
<i>I. Certificates and Reports</i>				

Audit Item Number	QS1 REFERENCE	M.A.R.	RATING	COMMENTS
37.	15.1 and 15.2	<ul style="list-style-type: none"> • Company shall have a documented policy and procedures for the resolution of complaints received by clients. • 34.2- a record shall be kept of all complaints and of the actions taken by the company to resolve the complaint. 	<p style="text-align: center;">1 2 3</p> <p style="text-align: center;">1 2 3</p>	

Appendix A

**I. Guidance on Meeting QS1 Internal Audit Requirement & SSPC Position
Statement on Internal Auditing Requirements for QS1 Certified Coating and
Lining Firms:**

This position statement applies to the your internal auditing of coating and lining work. The internal audit program consists of all internal audits, annual management evaluations, corrective actions, and follow-up.

A. Introduction: Why Implement an Internal Auditing Program?

Unlike the audit of a company's financial statements, internal quality auditing is used as a tool for monitoring the state of your company's quality management system (QMS). An effective internal audit process can benefit your company by improving operating efficiency (e.g., reducing waste and rework) and reducing business risks (e.g. warranty service demands, latent defects, and litigation problems). When you take the time to identify areas of inefficiency, you are always looking at your coating QS services with an eye toward improving your performance (i.e., reducing rework by getting it right the first time, every time).

The use of internal audits in conjunction with a QMS provides a framework for evaluating compliance. Internal audits also create an environment where continual improvement is both expected and desired.

If your firm implements a QMS merely to comply with QS1, your company is missing the point of the QMS. Likewise, if you implement an internal auditing program just to meet a QS1 audit item, you are again overlooking the benefits of continuous improvement.

The QMS provides the structure from which you can develop a baseline for management and operations / production personnel to improve processes in a controlled fashion. The internal audit process plays an important role in:

- Continually assessing your company's compliance with its QMS
- Helping you evaluate the effectiveness of previous improvement efforts
- Identifying future opportunities for improvement

Top management must be the first to recognize the value of the QMS and the internal audit program. There must be a total commitment from top management to implement the QMS and to continually improve your company's operations. An effective internal audit program is critical for monitoring your company's QMS and identifying where further efficiencies can be applied.

B. Who Makes a Good Internal Auditor?

ISO/ASQ QE19011-2002 Auditing identifies the following personal attributes for an auditor:

- Ethical (fair, truthful, sincere, honest, and discreet)
- Open-minded (willing to consider alternative ideas or points-of-view)
- Diplomatic (tactful in dealing with people)
- Observant (actively aware of physical surroundings and activities)
- Perceptive (instinctively aware of and able to understand situations)
- Versatile (adjusts readily to different situations)
- Tenacious (persistent, focused on achieving objectives)
- Decisive (reaches timely conclusions based on logical reasoning and analysis)
- Self-reliant (acts and functions independently while interacting effectively with others)

Your internal auditors should have all these characteristics, plus a keen eye for problems associated with operating the business and the ability to synthesize knowledge and observations into meaningful recommendations for improvement. Successful internal auditing also requires using certain techniques that are not necessarily

complicated, but not always self-explanatory. Like all areas of business and management, once you've identified an individual with the desired personal characteristics, some training and experience will be required for the individual to perform satisfactorily.

C. Auditor Training and Qualifications

ISO/ASQ QE19011-2002 also provides numerous recommendations for auditor qualifications and experience. Additionally, the effective internal auditor must have general knowledge of coating and linings and company operations, as well as technical knowledge of the protective coatings industry.

The American Society for Quality (ASQ) has an Auditor Certification Program that is appropriate for internal auditors. While ASQ certification is not required for QS1 internal auditors, it may be worth considering for the individual(s) in your company heavily involved in internal auditing. The Body of Knowledge for the Certified Quality Auditor Program can be found at www.asq.org, or specifically at http://www.asq.org/cert/types/cqa/bok_new.html. ASQ also offers a self-study-auditing course in both "at home" and "online" versions. At a minimum, any individual assigned auditing functions should have completed ASQ e-Learning Courses – Auditing (CQA) Fundamentals I and Auditing (CQA) Fundamentals II, or ASQ's Foundations in Quality Learning Series – Certified Quality Auditor (self-study), or an equivalent. ASQ e-Learning Course – Quality 101 (web-based training) will provide a good foundation for anyone involved in developing, Managing, auditing, or otherwise maintaining a QMS.

D. Compliance with QS1

SSPC expects QS1 firms to perform internal audits on a minimum of 50% of their coatings and linings projects. One way to demonstrate compliance with this quantitative requirement is to keep a log of annual (FY calendar) projects with notations on the log showing that jobs were internally audited, the name of the internal auditor, and the date(s) of the internal audit. The log should link specific project records to the appropriate internal audit records.

If you already have such a log or list and use it for other purposes, this is acceptable. To assist you in identifying projects for auditing, here is a list of situations that might pose unusual risks and must be considered high-priority projects for internal auditing:

- Using or having used a QS Inspector "new" to your company.
- Using or having used a newly trained, inexperienced QS Inspector.
- Doing work for a new client.
- Doing a new category of work, regardless of whether you have an experienced QS Inspector on the project.
- Receiving a complaint about quality from a client or the prime contractor, or the material or equipment supplier.
- Receiving a formal request from a client to audit project documents and test procedures/results.
- Executing a contract that requires internal auditing.

You should allow for internal audits to be both announced and unannounced at the discretion of your Technical Quality Manager (TQM) or Quality Control/Assurance Manager (QCM) or the Responsible Executive (RE).

E. Audit Sample Size

Much value can be derived from internal audits when appropriate sampling techniques are used. You should have procedures in place to implement the internal audit policy, including selecting projects, sampling, evaluating, and reporting. Internal audits should be fair and objective. Before beginning any audit, the internal auditor must become familiar with the details of the coating specification, especially acceptance criteria, as well as details of the QS1 records, test procedures, and results. Results must be reviewed for completeness, accuracy, and relevance.

When the audit is complete, the internal auditor must sign the report and distribute copies to the TQM and the RE. All audit reports (internal and external),