

**NAV21 - INTERNAL QUALITY AUDITS (ISO 4.17)**

A 1.	Do the procedures provide for a comprehensive system of planned and documented internal quality audits to verify the effectiveness of the quality system?	___ Yes ___ No ___ N/A
A 2	a. Are audits being scheduled and performed on the basis of the status and importance of the activity being audited?	___ Yes ___ No ___ N/A
	b. Are audits added to the established schedule when warranted or required?	___ Yes ___ No ___ N/A
	c. Are the audits performed by personnel independent of the area being audited?	___ Yes ___ No ___ N/A
	d. Are personnel performing audits properly trained and qualified?	___ Yes ___ No ___ N/A
A 3.	Is there a planned audit schedule available showing the schedule of audits over a reasonable period of time (1 year)?	___ Yes ___ No ___ N/A
A 4	a. Do the audit records indicate whether quality activities comply with and address the effectiveness of the quality system?	___ Yes ___ No ___ N/A
	b. Are audit results brought to the attention of personnel having responsibilities in the areas audited?	___ Yes ___ No ___ N/A

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	c. Are audit results brought to the attention of senior management for action when required?	___ Yes ___ No ___ N/A
A 5	a. Do the procedures require management to take timely corrective action for areas found deficient?	___ Yes ___ No ___ N/A
	b. Do procedures provide for follow-up actions to ensure corrective actions and properly implemented and effective in precluding recurrence?	___ Yes ___ No ___ N/A
	c. Verify audits and follow-up corrective actions are performed in accordance with documented procedures by reviewing completed audits and corrective actions.  Record Sample size:	___ Sat ___ Unsat
A 6.	Are internal audits conducted of off-site and weekend activities?	___ Yes ___ No ___ N/A

**Additional Comments/Concerns:**