

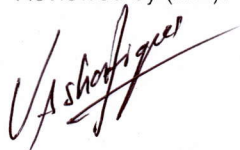
QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR INTERNAL QUALITY AUDIT								
Document No:	QP-IQA-1	Revision No.:	01	Effective Date:	01/12/12	Page:	1	of	2

1. **Scope:** Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.

2. **Purpose:** To ensure QMS conforms to the requirements of ISO-9001:2008 and effectively maintained.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq. / Time	Output
0.0	Audit Objectives: 1. Discover opportunity for improvement. 2. Reveal deficiencies in the documented system. 3. Reveal deficiencies in the implementation of the documented system. 4. Constant measures achievement in terms of management compliance. 5. Serves as a tool for corrective action. 6. Examine effectiveness of improvement system				
1.0	Planning				
1.1	Audit planning is done depending on the importance and status of the activities of the department.		MR, DMR / AMR (concerned)	At least twice in a year	QF-IQA-01
1.2	Scheduling of Audit in the Audit Plan is done as per convenience of the Auditor and Auditee	QF-IQA-01	-do-	-do-	QF-IQA-01
1.3	Auditor Qualification and Independence: a) Only qualified auditors shall participate in internal auditing. Qualification may be obtained via training and/or experience. b) Auditors shall be assigned such that they are not directly responsible to perform the activities being audited.				
1.4	While selecting Auditor, care should be taken to restrict persons having direct responsibility in the functions to be audited.		-do-	-do-	
1.5	Circular is sent to the Auditor and Auditee as per schedule.		-do-	-do-	QF-IQA-02
2.0	Implementation				
2.1	After getting the Circular Auditor makes necessary checklist and prepares himself on the scope of audit.	QF-DCL-07	Auditors	When required	QF-IQA-03
2.2	MR issues auditor's copy of Documents to Auditor in the case he needs that.		MR	At the time of audit	
2.3	The assigned Auditor conducts audit as per the scope mentioned in the circular and records the necessary findings along with nonconformity, if any.	QF-IQA-04	Auditors	When required	QF-IQA-03 QF-IQA-04 QF-IQA-05
3.0	Corrective Action				
3.1	After recording the findings Auditee's signature is taken as an evidence of his agreement to the findings in the nonconforming report (hereinafter called NCR).		-do-	-do-	
3.2	Root cause will be identified and necessary Corrective action will be proposed in the specified space of the NCR form mentioning the target date for rectification.		-do-	-do-	
3.3	Auditor shall give a copy of NCR to the Auditee and send the Original to DMR/AMR of respective zone.		-do-	-do-	
3.4	Auditee informs the Audit Findings to his superior (M/DGM/GM) by sending a copy of NCR.		Auditees	-do-	
3.5	Follow up audit verifies the implementation and effectiveness of the corrective actions.		-do-	-do-	
3.6	Corrective action is taken as per agreed date and DMR/AMR of respective zone is informed on this.		Auditees,	-do-	
3.7	Nonconformity is closed by the Auditor & DMR/AMR of respective zone depending on the Follow up audit result or findings.		Auditors DMR / AMR (concerned)	-do-	

Reviewed by (MR):



Approved by (MD):



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4.0	Reporting:				
4.1	Audit Findings report along with NCR, must be sent to DMR/AMR of respective zone within 03(three) working day of the Audit. The controlling officer of the Auditor (M/DGM/GM - as applicable) will be liable for delay.		Auditor, Controlling officer of the Auditor.	After Internal audit	QF-IQA-04 QF-IQA-05
4.2	DMR/AMR of respective zone plans for the follow up audit depending on the corrective action date agreed on the NCR.		DMR / AMR (concerned)	When required	
5.0	Follow-up Audits:				
5.1	Follow-up audit on noncompliance after agreed period of corrective action shall be performed by the same person(s) who conducted the audit or person designated by the DMR/AMR. A report of the follow-up audit will be sent to MR.		DMR / AMR (concerned)		
5.2	Follow-up audits shall verify and record the implementation and effectiveness of the corrective action.		Auditor, Controlling officer of the Auditor.		
5.3	Corrective action is taken as per agreed date and MR is informed on this.				
6.0	Closing of Corrective Action Request/Report:				
6.1	Management Representative shall close the Non-compliance Report upon receipt of follow-up audit report if corrective action implemented and found effective.	QF-IQA-04	MR		
7.0	Monitoring				
7.1	The result of the Audit Findings and Follow up Audit Findings are maintained.		MR		
7.2	DMR/AMR of respective zone will fill-up the CAR log and send to MR record keeping and analysis.				QF-IQA-06
7.3	Audit Result is analyzed and report is generated.		MR, Auditors	After audit	
7.4	Audit Result are placed for Management Review		MR		
8.0	Procedure for Internal Audit is checked and reviewed to ascertain conformity to the requirement of ISO-9001 Standard and its effectiveness.	QF-IQA-05 QF-IQA-06	MR, Auditors	During audit	QF-MNG-01
9.0	Actions are taken on the basis of evaluation.	QF-MNG-01	MR	When required	Improvement

Reviewed by (MR):

[Signature]

Approved by (MD):

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