

17.0 INTERNAL QUALITY AUDITS

Documented procedures are in place to ensure that the planning, scheduling, and performance of internal audits takes place at prescribed intervals. The results of these audits are recorded and brought to the attention of the personnel responsible for the area being audited. Trained personnel conduct the internal audits. Follow up activities are controlled to ensure that deficiencies are effectively addressed in a timely manner.

17.1 General

FDI will conduct internal audits as part of the self-evaluation program. This procedure ensures that the quality control program as adopted has been maintained and followed as described in this manual. Feedback from this audit is necessary for continuous quality improvement.

17.2 Procedure

Audit Intervals

Internal audits will be carried out in accordance with the schedule described in 17.3.

Audit Guidelines

The internal audit shall be conducted to verify compliance to all the internal components of the Policy/Procedures Manual. The Policy/Procedures Manual fully addresses all applicable requirements of the ISO9001:2008 and FAA AC 00-56 standards. Audit results shall be documented, including who conducted the audit, subject of the audit, responsible department, objective evidence reviewed, and any observations or discrepancies noted. Discrepancies found during the self-audit will be addressed via a Corrective Action Request.

Corrective action shall:

- (1) Be appropriate and prompt
- (2) Correct discrepancies reported
- (3) Locate and correct similar discrepancies, if they exist, in areas not audited.
- (4) Correct the root cause of the problem evidenced by the discrepancies
- (5) Implement follow-up action(s) to assure non-recurrence.

Flight Director, Inc.
Policy/Procedures Manual

Audit Personnel

One or more of the following trained personnel shall conduct the audit:

- A. Quality Assurance Manager or Inspector
- B. Any other Manager, Supervisor or other person appointed by the Officers of FDI.

Personnel will not audit an activity they for which they are directly responsible to ensure objectivity of the self-audits. Personnel assisting with the audit function will be trained on self-auditing principles.

The QA Manager has the final responsibility for maintaining the self-audit program.

17.3 Self Audit Schedule

Each section of the QA Manual will be self-audited annually to ensure compliance to stated internal procedures and ISO9001:2008 requirements. Additionally, the ASA-100 checklist will be used annually to self-audit for compliance to FAA Advisory Circular 00-56.