KEFRI/F/MR/07



**IMS INTERNAL AUDIT NOTIFICATION**

Centre to be audited: ………………………………………………………..

Audit number: ………………………………… Audit date: ………………………………….

Purpose of audit: To evaluate implementation, including effectiveness, continual improvement, of the IMS in the centre

Scope of the audit: All departments within the centre

Basis of audit: ISO 9001:2015 standard

 ISO 14001:2015 Standard

 Applicable legal requirements

 Service Delivery Charter

Audit team:

**Audit timetable**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Auditee (s)** |
|  |  |  |
|  |  |  |
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The following shall be audited throughout the audit:

1. Service Delivery Charter
2. Control of documents
3. Control of records
4. Awareness of the policy
5. Compliance to applicable legal requirements

**Requirements:**

1. Room for opening and closing meetings
2. Room for auditors meeting
3. Printing/photocopy facilities as necessary
4. Personal protective equipment