BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: QUALITY SUPV.	DATE: 06/04/03	PAGE 1 OF 2
	APPROVED BY: QUALITY MGR.	REVISION: A	GI-Q6
TITLE: INTERNAL PROCESS AUDITS			

1.0 PURPOSE

The purpose of this instruction is to aid the internal auditors while conducting audits. It is meant to give a general structure to the audit and is not to be construed as a finite set of instructions.

2.0 SCOPE

This instruction will assist the auditor during the preparation, conducting, and reporting phases of internal audits.

3.0 RESPONSIBILITY

The Quality Manager is responsible for the adherence to this instruction.

4.0 REFERENCE DOCUMENTS

5.0 PROCEDURE

1. Upon the receipt of an audit assignment from the Quality Manager, read the associated article of the ISO/TS 16949 Standard and have a clear understanding of the requirement.

2. Read the Bachman Machine Co. Quality Manual and other QMS documentation and understand how we address the articles to show compliance.

3. Proceed with the audit, answering the following questions, and notate the following on the audit check sheet:

    a) What provisions are there in the Quality Manual to support this article of the standard?

b) What procedures or general instructions support this article of the standard?

c) What statements were made by the auditee to further explain the company's position or practices?

d) Is there clear compliance and agreement when comparing actual practice to documented procedures and/or general instructions?

e) What objective evidence did you acquire to support the expressed practice in this area? Be specific with form numbers, or dates, names, part numbers, etc. You may have to re-produce the audit trail for the client or the auditee.

f) Did you find objective evidence that supports a nonconformance to procedures? If so, record this information and be very specific.

4. When appropriate, ask the auditee these questions:

   a) Are there any measurable objectives associated with this activity?

   b) Are these measurables documented and reviewed for effectiveness?

   c) Have you met your objectives and do you consider your process effective?

   d) Do you have any plans for continual improvement?

5. Record any other questions you might have that may be useful on future audits.

6. Notify the Quality Manager of any findings. He will make a judgment on the degree of compliance, and a decision on appropriate actions to take.

7. Keep all of your notes together and turn in with the final audit report to Document Control.