Internal audit

**Purpose:** The purpose of the audit is to identify any discrepancies between the actual manufacturing processes and the procedures manual.

**Scope:** Control of production and process documentation:

- availability and use of production plans
- relevant procedures documented and verified
- availability and use of work instructions
- methods used to monitor and control processes and product characteristics are adequate and correctly documented
- availability of and adherence to product and process specifications
- suitable equipment used and maintained to ensure continuing process capability.