Audit Process Policy



Introduction

 MAS Quality Certification (MAS) is committed to conducting audits that adhere to the principles and requirements stipulated in ISO/IEC 17021-1:2015. This Audit Process Policy outlines the methodologies and procedures that MAS will follow to conduct audits for ISO 9001:2015, ISO 14001:2015, ISO 22000:2018, and ISO 45001:2018 certification services.

Objective

• The objective of this policy is to ensure the effectiveness, consistency, and impartiality of audits carried out by MAS.

Policy Statements

Top Management Commitment

• MAS's Top Management is responsible for the implementation and adherence to this policy and is committed to ensuring the integrity and effectiveness of the audit process.

Scope

- This policy applies to all stages of the audit process, including:
 - o Audit planning
 - Audit team selection and competence
 - On-site audit activities
 - Reporting
 - o Follow-up activities

Audit Planning

- MAS will conduct an initial review of the client's application and documentation to plan and schedule audits
 effectively.
- Audit plans will be communicated to the client in advance, outlining the scope, objectives, criteria, and audit team members.

Audit Team Selection and Competence

- Audit teams shall be composed of auditors who have the required competence and have no conflicts of interest with the client.
- The audit team shall undergo regular training to maintain and update their expertise.

On-Site Audit Activities

- Audit teams will conduct on-site audits following the prepared audit plan.
- Interviews, observations, and document reviews will be used to collect evidence.
- Preliminary findings will be communicated to the client before the closing meeting.

Reporting

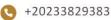
- A comprehensive audit report shall be prepared, documenting evidence, findings, and conclusions.
- The client will receive the audit report within an agreed-upon timeframe after the audit.

Follow-Up Activities

- Any non-conformities identified during the audit shall be subject to corrective actions.
- MAS may conduct follow-up audits to verify the implementation of corrective actions.



info@mas-esc.com



 Doc. No.
 PY 06

 Rev. No./Date
 00

 Issue No. / Date
 01/02/2023





Impartiality

• Impartiality shall be maintained throughout the audit process, in line with MAS's Impartiality Policy.

Confidentiality

• All information gathered during the audit will be treated as confidential, as per MAS's Confidentiality Policy.

Records Retention

• Audit records will be retained in accordance with MAS's Retention of Client Records Policy.

Client Feedback

• MAS shall solicit feedback from clients to continually improve the audit process.

Responsibility and Authority

• The Audit Manager, under the supervision of Top Management, is responsible for the oversight and execution of this policy.

Policy Review

• This policy will be reviewed at least annually to ensure that it continues to comply with ISO/IEC 17021-1:2015 and is effective in achieving its objectives.

Date of Issue: 01/02/2023

Authorized By: Ms. Mervat Ali, CEO

This Audit Process Policy underlines MAS's dedication to maintaining the highest standards of audit integrity and quality, in alignment with our certification services for ISO 9001:2015, ISO 14001:2015, ISO 22000:2018, and ISO 45001:2018.

