



MAGNUM CONSTRUCTION SERVICES INC.

INTERNAL AND EXTERNAL AUDIT REPORTS

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1. PURPOSE

To define the procedure for planning, conducting, reporting, and closing out **Internal and External Audits** within Magnum Construction Services Inc. This process ensures continued conformity with ISO 9001 (Quality), ISO 14001 (Environment), and ISO 45001 (Health & Safety) requirements, as well as client and regulatory standards.

2. SCOPE

Applies to all corporate departments and project sites performing work under Magnum Construction Services Inc., including subcontractors and suppliers subject to QMS/EHS audits.

Covers:

- Internal system and site audits
- External third-party audits (certification, client, regulatory)
- Supplier / subcontractor audits

3. REFERENCES

- MCS-QM-01 Corporate Quality Manual
- MCS-EHS-01 Health, Safety & Environmental Manual
- ISO 9001:2015 Clause 9.2 Internal Audit
- ISO 14001:2015 Clause 9.2
- ISO 45001:2018 Clause 9.2
- MCS-CI-R03 Corrective and Preventive Action Log (CAPA)



4. RESPONSIBILITIES

Role	Responsibility
Executive Director	Approves annual audit program and reviews results at management review.
QA/QC Manager	Plans and leads internal audits, issues reports, and ensures CAPA follow-up.
EHS Manager	Coordinates safety/environmental audit activities and compliance checks.
Project Managers	Facilitate audit access and implement corrective actions.
Document Controller	Maintains Audit Register and archives all reports.

5. AUDIT PROCESS

5.1 Audit Planning

- **Annual Audit Program** developed by QA/QC Manager in Q4 for the following year.
- Covers all processes, projects, and functions at least once per year.
- Risk-based scheduling — high-risk or poor-performing sites audited more frequently.

5.2 Audit Preparation

- Define **scope, criteria, team, and schedule**.
- Notify auditees ≥ 7 days prior (unless unscheduled audit).
- Prepare **checklists** per standard / project specification.

5.3 Audit Execution

- Conduct opening meeting to confirm scope and logistics.
- Collect objective evidence via observation, document review, and interviews.
- Record findings as: **Observation, Minor NC, Major NC, or OFI (Opportunity for Improvement)**.



5.4 Reporting

- Issue formal **Audit Report (MCS-CL-R04-XLS)** within 5 working days.
- Include summary of findings, grading, and required CAPAs.
- Copy sent to Executive Director and department heads.

5.5 Follow-Up and Close-Out

- CAPAs entered into **MCS-CL-R03 CAPA Log**.
- Verification audit or desk review performed to confirm closure.
- Close-out summary signed by QA/QC Manager.

6. AUDIT REGISTER FIELDS

Field	Description
Audit ID	Unique reference (AUD-YYYY-###)
Audit Type	Internal / External / Supplier
Department / Project	Audited location
Standard / Criteria	ISO 9001, 14001, 45001, Client Spec
Audit Date	Start / End
Lead Auditor	Name / Certification
Participants	Key personnel
Findings	Observation / Minor / Major / OFI
Description	Summary of finding



Field	Description
Corrective Action Ref	Linked CAPA ID
Target Date	Completion deadline
Verification Date	Closure confirmation
Status	Open / Closed / Overdue
Comments / Evidence	File reference

7. AUDIT RATING AND KPI MONITORING

Metric	Target
% Audits Completed on Schedule	$\geq 95\%$
% CAPA Closed within 30 Days	$\geq 90\%$
Repeat Findings	$\leq 5\%$
Average Finding Closure Time	≤ 30 Days

8. RECORD RETENTION

- Audit Reports retained for 10 years in QMS SharePoint folder “/Audits/Reports/”.
- Audit Checklists and Evidence retained minimum 5 years.



9. APPROVALS

Name	Title	Signature	Date
Michael Gaya	Executive Director		
QA/QC Manager	Quality Management		
EHS Manager	Safety & Environment		
Document Controller	QMS Administration		
