Nonconformance #: # 6	Date: February 10 2017
Name of Initiator: Jason Forster	Area/Process Discovered: Service Shop
Department: Internal Auditor	Quality Assurance Manual Reference: 4.10.6.

Details of Nonconformance

Internal Audit Process failed to be performed as scheduled.

Signed by: Jason Forster   Date: Feb 10/17

❑   Check this box if this is an Opportunity for Improvement.

Corrective/Preventive Action

1 – Disposition of nonconformance: Internal Audit not performed on schedule

2 – Root Cause Analysis Findings (if applicable): Scheduling conflicts prevented proper execution of task.
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3 – **Corrective Action Plan:** Internal Audit Plan was discussed at length during meeting with all staff in attendance and it was agreed that it needs to be presented in a improved format. The Auditors have made the recommendation that it is implemented electronically. This can be looked at closer, but however needs prior authorization from Measurement Canada before proceeding.
However, if it is not get aurthorized by Measurement Canada and/or it has not been implemented by September 2017; the existing Internal Audit Process needs to be delivered in the following manner:
The Internal Audit Process needs to commence in September of 2017 by the 2 Designated Auditors in a board room setting (one-on-one) interviewer/interviewee and the QAS should be in attendance as well to assess and rate. We strongly recommend that the interviewee accesses the QAM for each Section he is interviewed on.—the appropriate equipment is available in the boardroom for this.
It was also recommended and agreed upon that the Auditors begins their Internal Audit process in September and interview (1) technician each and continues this process for each consecutive month until completed. This will completed the Internal Audit Plan by December of each year.

Signed by: Nancy Doiron   Position/Title: QAS

Target Date: Completion Date: February 13 2017

Verification of the Corrective/Preventive Action

Acceptance of the corrective/preventive action / comments:

Signed by: Date: