Internal Auditing

Internal auditing is method of ensuring that an organization is operating as is is supposed to.

It ensures that the standards put in place by the company, governing organizations, and legislation are being met.

Internal auditing encompasses every aspect of the business from finances to how a toilet is cleaned.

Certain areas can be audited by administration relevant to that area, such as the Safety Officer or Compliance Officer. However, certain areas may require an objective external third party vendor to perform the audit. This usually comes in the form of an inspection.

An inspection is typically something that a site is required to do as a compliance obligation.

An audit is the process of checking that compliance obligations have been met, including that the required inspections have been done.

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| **Inspection** | **Audit** |
| * Snapshot
 | * Comprehensive
 |
| * Moment in time
 | * Continuous over time
 |
| * Identifies deficiencies, but not their causes
 | * Works to determine underlying causes for deficiencies
 |
| * Uses a checklist
 | * Uses a protocol
 |
| * May be inaccurate if item is not on checklist
 | * Presents an accurate picture of all aspects of the topic area.
 |
| * Qualitative
 | * Quantitative
 |
| * Observes
 | * Examines
 |
| * Required by law, license, or accreditation
 | * Usually voluntary
 |

Audits may use various means to make determinations on quality, standards, and process. Some of these include:

* Customer feedback
* Employee interviews
* Data collection
* Direct observations
* Inventory reconciliation
* Profit & Loss Statements

Audits are done to ensure the company’s vision and mission are being met.

Employees are expected to comply with any audit.