



## Terms of Reference

### (TVET QMS Internal Auditor)

The main objective of the internal quality audit is to assess the effectiveness, adequacy, and implementation of the quality management system (QMS) within the training institute, ensuring strict adherence to the quality criteria outlined in the QMS manual.

#### 1. Planning Audits:

- Develop audit plans in accordance with established audit objectives and scope.
- Determine the resources required for conducting audits, including personnel and documentation.
- Schedule audit activities in coordination with relevant staff/department/sections.

#### 2. Conducting Audits:

- Conduct internal audits of various processes, systems, and departments within the organization.
- Gather and review objective evidence to assess compliance with quality management system (QMS) requirements.
- Utilize audit techniques such as document review, observation, and interviews to gather information.
- Ensure that audits are conducted in a systematic and thorough manner, following established audit criteria and procedures.

#### 3. Identifying Nonconformities:

- Identify and document instances of nonconformity with QMS requirements, standards, or procedures.
- Classify nonconformities based on severity, impact, and recurrence.
- Clearly communicate nonconformities to relevant staff/department/sections, providing sufficient detail for corrective action.

#### 4. Reporting Audit Findings:

- Prepare comprehensive audit reports documenting audit findings, observations, and conclusions.
- Present audit findings to management review committee/TVET QC in a clear and concise manner.
- Include recommendations for corrective and preventive actions to address identified nonconformities and improve processes.

#### 5. **Follow-Up and Verification:**

- Monitor the implementation of corrective actions resulting from audit findings.
- Conduct follow-up audits to verify the effectiveness of corrective actions taken.
- Document and report on the status of corrective actions and their resolution to TVET QC and management review committee.

#### 6. **Maintaining Audit Records:**

- Maintain accurate and complete records of audit activities, including documentation of audit plans, reports, and findings.
- Ensure that audit records are securely stored and easily accessible for review and reference.

#### 7. **Continuous Improvement:**

- Actively contribute to the continual improvement of the organization's quality management system.
- Identify opportunities for enhancing audit processes, tools, and methodologies.
- Participate in training and professional development activities to enhance audit skills and knowledge.

#### 8. **Promoting Compliance and Best Practices:**

- Promote compliance with relevant standards, regulations, and best practices.
- Provide guidance and support to departments and personnel on quality management principles and requirements.
- Serve as a resource for addressing quality-related inquiries and concerns.

#### 9. **Maintaining Independence and Objectivity:**

- Maintain independence and objectivity in conducting audits, free from bias or conflicts of interest.
- Exercise professional judgment and integrity in evaluating audit findings and making recommendations.

#### 10. **Communication and Collaboration:**

- Communicate effectively with audit team members, management, and staff throughout the audit process.
- Collaborate with TVET QC and other departments/sections to address quality-related issues and implement improvements.

By fulfilling the above-mentioned roles and responsibilities, the internal quality auditor play a crucial role in ensuring the effectiveness and continuous improvement of the organization's quality management system.

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Name and Signature  
(Internal QMS Auditor)

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Name and Signature  
(Head of the Institute)

Date: \_\_\_\_\_