

CaER Management Review
CaER Directorate Internal Audit
Preparation
9/18/2000

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Internal Audit

- September 25-28
 - Paper Audit, and Safety Audit (9/25)
 - Actual Audit (9/26, full day, 9/27, half day)
- Entrance Briefing (9/25, at 10:00, 4200/211)
- Daily Briefing (9/25,26,27, at 3:30, 4200/211)
- Exit Briefing (9/28, at 1:00, 4200/211)
- One Lead Auditor, Four Auditor, and One Safety Auditor

Audit preparation

- MSFC ISO9000 home page
- CaER ISO9000 home Page
- CaER Audit preparation Check list
- Familiar with the OWIs, and applicable MPG, MPD
- Quality Records, Safety records (Minutes & JHA), Training Records
- New Employees within a couple of weeks will not be audited.
- Contractors who use NASA procedures will be audited

Organization Representative's responsibility

- Escort the Auditor
- Ensure all employees are knowledgeable about their function, Responsibility, know how to get the Procedure electronically, and know where the quality records are.
- Ensure the Safety coordinator, Credit Card holder, Record Custodian, Export Control person understand their responsibility
- Ensure that your organization completes the JHA

Manager's Responsibility

- Ensure the key people are available on September 26, 27.
- Ensure the Safety Coordinator be available on the September 25. (There will be no NCR against Safety for this audit)
- Provide 30 minutes interview with the auditor

Employee Responsibility

- Be able to explain your job function, responsibility
- Be able to search information from the web.
- Be able to answer the CaER Directorate Audit preparation Check list.
- Knowledgeable about the procedure for your job, and can provide the record (if there is any)