



Internal Audit Procedures

Purpose

CDSA's Plastic DVD Packaging Certification Program requires that participating plants shall have an internal auditing program aimed at the control of documentation and information, as defined in the Plastic DVD Packaging Standard 1.0, and that procedures related to the Standard and Program must be carried out properly and regularly.

Management Responsibilities

Senior Management of the participating plant will be responsible for approving and overseeing the administration of the Plastic DVD Packaging Certification Program at this site. This includes insuring that anyone performing internal audits of Plastic DVD Packaging Certification Program uses this procedure.

Employee Responsibilities

_____ is responsible for monitoring and auditing the CDSA Plastic DVD Packaging Certification Program.

1. He/she is responsible for:
 - a. Scheduling internal audits to monitor compliance with CDSA Plastic DVD Packaging Certification Program;
 - b. Maintaining and monitoring sample submission and internal audit records;
 - c. Providing an Audit Report, during the annual Management Review, to the Senior Management Team;
 - d. Obtain approval signature from Management Representative, _____, for audit schedule at beginning of each year.

2. A Master Audit Schedule is to be prepared at the beginning of each year to schedule a minimum of one samples submission to the certified laboratory and accompanying internal audit/year to insure that:
 - a. Each procedure is being followed;
 - b. That management is, and key department personnel are, knowledgeable concerning the requirements of CDSA's Plastic DVD Packaging Standard 1.0;
 - c. That at least annually there is a management review concerning adherence to CDSA's Plastic DVD Packaging Standard 1.0.
 - d. Other monitoring as deemed necessary for adherence to CDSA's Plastic DVD Packaging Certification Program.

3. Corrective Action

- a. For any non-conformances found within results for samples testing, a corrective action plan needs to be formulated and implemented;
- b. The internal audit should not be closed until it is verified that the corrective action plan was implemented and was effective;

4. Documentation/Record Retention

- a. At a minimum, the certified plant will maintain a spread sheet showing the sample submission/internal audit schedule for each year, when the samples for testing were submitted, the results of testing in accordance with the Plastic DVD Packaging Standard 1.0, when the internal audit took place, who conducted the internal audit, a list of non-conformances found (state none if none found), corrective actions taken and when the corrective action was completed;
- b. Copies of the laboratory reports regarding samples submitted in accordance with the Plastic DVD Packaging Standard 1.0;
- c. Records will be maintained for a minimum of 3 years.