



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-012

Title: Internal Audits

Revision Date: 8/14/24

Approved By: Mark Lodge, Director

Contact Name: Marisa-Ann Gedeon, Manager

Contact Email: marisa-ann.gedeon@palmbeachschools.org

Purpose:

The purpose of this procedure is to establish a formal method of internally auditing the activities of Building Code Services.

Scope:

This procedure applies to all internal audits of Building Code Services.

Guidelines:

1. AC251 is the primary document on which Internal Audits are based. In order to audit operations within Building Code Services the sub-paragraphs of AC251 are placed in groups by subject matter. That is, the sub-paragraphs dealing with Human Resources activities will be grouped together, as will Plan Review, and Inspection and General Administrative activities.
2. Individuals who are selected to do the Internal Audits must have appropriate knowledge and experience in the subject matter being audited and be independent of the function being audited. Training of those conducting the audits is provided by the individual selected by the Building Code Services Director and the Quality Manager.
3. The Quality Manager establishes the activities to be audited, provides the format of the audit and maintains the records of all audits conducted.
4. The individual auditors present the results of their audits to the Director and his key staff during a Management Review meeting. At this time discussions will take place on how to improve quality in the audit subject matter and the changes necessary to incorporate them.
5. The Quality Manager documents quality improvement tasks assigned to personnel along with the target dates and follows the task until completion.