

Title: Quality audits and non-conformances

Approval by: Principal

1 Definitions

Non-conformance:	Any deviation from established laws, regulations, or internal procedures (Norwegian: avvik)
Observation:	A quality related observation which is not a non-conformance, but is relevant for quality improvement or risk (Norwegian: merknad/observasjon)
Audit:	A systematic evaluation of systems and practices with respect to a set of rules and regulations, normally limited to certain topical areas (Norwegian: revisjon or "periodisk kontroll")
Inspection:	An audit by external authorities, like Utdanningsdirektoratet, IB, Datatilsynet (Norwegian: tilsyn)
AMU:	Arbeidsmiljøutvalg, Work Environment Committee, shall work towards a safe and secure work environment in the work place.

2 Quality audits

The AMU shall initiate an annual audit to verify that the quality system functions as intended. The Principal decides the scope or the subject areas to be addressed in the annual audit.

The results of the annual audit (non-conformances, observations, plans to address these concerns) shall be presented by the Principal at the annual quality review meeting of the Board. The results shall also be made public to the school staff.

The KSS system shall be used to plan, execute, report, and follow up all audits. The annual audit shall be included in the KSS calendar (KSS 2.5).

3 Non-conformances

All non-conformances, whether from planned activities like audits or inspections, or based on incidents shall be recorded in the KSS system. The Quality Secretary (see QD 1.4) is responsible for recording and follow-up.

Non-conformances related to the students' educational environment will normally require individual decisions ("enkeltvedtak") and shall be handled accordingly (see School Rules QD 3.6, section 3.5 and 5). All incidental reports on potential non-conformances shall be addressed to the Principal. The

Principal shall discuss the case with the person having responsibility for the relevant area. The case is then discussed in the AMU if a non-conformance is established, or if the legal situation is unclear.