

	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 0201	VERSION 1.0
		EFFECTIVE DATE October 26, 2009	
	AUTHORIZED BY: /s/ Rear Admiral Jonathan W. Bailey, NOAA <hr/> RADM Jonathan W. Bailey Director, Office of Marine and Aviation Operations	REVIEW BY October 26, 2012	
		RESPONSIBLE POSITION FSO Chief	

CATEGORY 0200 – AUDITS

1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations requirement that audit documents are to be maintained within 'Category 0200 – Audits and Inspections' of the Document Management System (DMS).

2. Scope

- 2.1 This policy applies for all audits that are required to assess compliance with established policies and procedures, and documents/information relevant to the audit process.

3. Policy

- 3.1 All audit policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0200 – Audits and Inspections' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.

4. Guidance

Associated procedures will provide guidance.

5. Responsibilities

No responsibilities associated with this policy.

6. Definitions

Policy

Overarching direction or principle of action to be followed by all departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)

Procedure

Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)

Instructions

Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

7. References

No references associated with this policy.

8. Authority

OMAO Policy 0101 – Document Management System

9. Effect on Other Documents

None.