

Audit Plan 2020

1. Quality Manager creates annual Audit Plan no later than the end of December of the previous year.
2. Auditors conduct audits ensuring objectivity and the impartiality of the audit process.
3. Auditors complete and distribute Audit Reports no later than five business days from the completions of the audit.
4. Quality Manager updates the plan upon completion of each audit.

Risk, importance				Audit number:	00-01	00-02	00-03	00-04	00-05	00-06	00-07	00-08	00-09	00-10	00-11	00-12
				Planned month:	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
				Lead auditor:	Mark	Reg	Sam	Kelly	Sam	Kelly	Sam	Reg	Sam	Kelly	Mark	Sam
				Status												
Importance	Previous NCs	Detectability	RPN	Area, process	Completed	Completed	Completed	Completed	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned
3	1	3	1	Context	C											
3	1	3	1	Business review		C										
3	3	3	3	Audits	C			C			P		P			
3	3	3	3	Continual improvement		C						P				P
3	1	3	1	Change management				C								
3	1	3	1	NC-CAR					P							
3	1	3	1	Complaints, satisfaction						P						
3	3	3	3	Business objectives				C			P					P
2	1	2	1	Doc. Management								P				
2	1	3	1	Training									P			
2	1	3	1	Infrastructure										P		
1	1	3	0	Housekeepin											P	
1	1	3	0	Pest control												P
2	3	2	3	Facility maintenance	C			C			P					
1	1	3	0	Work environment												
2	3	1	6	Maintenance			C		C		P		P		P	
1	3	3	1	Calibration												
3	1	3	1	Customer service												
1	1	3	0	Marketing				C								
1	1	3	0	External ownership										P		