

## Audit Plan 2021

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
				Standard	9001	9001	9001	9001	9001	13485	13485	13485	13485	9001	9001	9001
Importance				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
				Previous NCs	Detectability	RPN	Lead auditor:	Mark	Reg	Sam	Kelly	Sam	Kelly	Sam	Reg	Sam
				Status												
Area, process				Completed	Completed	Completed	Completed	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned
3	1	3	1	Context												
3	1	3	1	Risk management												
3	1	3	1	Opportunities												
3	1	3	1	Business review												
3	3	3	3	Audits												
3	3	3	3	Continual improvement												
3	1	3	1	Change management												
3	1	3	1	NC-CAR												
3	1	3	1	Complaints, satisfaction												
3	3	3	3	Business objectives												
2	1	2	1	Doc. management												
2	1	3	1	Training												
2	1	3	1	Infrastructure												
1	1	3	0	Housekeeping												
1	1	3	0	Pest control												
2	3	2	3	Facility maintenance												
1	1	3	0	Work environment												
2	3	1	6	Maintenance										P		
1	3	3	1	Calibration												
3	1	3	1	Customer service												
1	1	3	0	Marketing												

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1	1	3	0	External ownership												
2	1	2	1	Contract review, orders												
3	3	2	5	Design										P		
1	1	2	1	Purchasing												
2	3	3	2	Supplier management												
2	1	1	2	Production planning												
1	1	3	0	Warehouse and storage												
1	1	3	0	Controlled environment												
1	1	3	0	Machine shop												
1	1	3	0	Fabrication												
1	1	3	0	Assembly												
1	3	3	1	Clean room												
1	3	3	1	Functional test												
1	1	2	1	Burn-in												
3	1	1	3	Final test												
2	3	2	3	NC product												
2	1	2	1	Identification												
2	1	2	1	Preservation												
1	1	2	1	Packaging												
1	1	3	0	Shipping												

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Previous NCs	Detectability	RPN	Area, process	Completed	Completed	Completed	Completed	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned
2	1	3	1	Service												
3	3	3	3	Tech. support												
1	1	3	0	Returns												
2	1	2	1	Repair station												