

Audit Plan 2023

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 and saves audit report and any related documentation per the Records Management process.

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-23	Feb-23	Apr-23	May-23	Jul-23	Aug-23	Oct-23	Nov-23	Jan-24	Feb-24	Apr-24	May-24
Importance Previous NCs Detectability RPN				Lead auditor:	Aaaron	Brune	Charlie	David	Phi	Aaaron	Zora	Charlie	David	Select	Select	Select
				Area, process	Completed	Completed	Performed	Planned	Select status	Select status	Select status	Select status	Select status	Select status	Select status	Select status
3	1	3	1	Context												
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												
1	1	3	0	External ownership												