**Audit Schedule:**

QMS System:

* + **Management Review** Semi Annually
    - Review of outstanding/follow-up items from previous meeting
    - Review Policies for effectiveness
    - Process Owners review procedures for effectiveness (present change requests for input).
    - Review of Audits
    - Customer feedback
    - Changing environment-planned changes
    - Assignments for the next meeting
  + **Project Management** Semi-annually both QA & QC
    - One randomly selected closed job file will be audited (QC)
    - Review of outstanding/follow-up items from previous meeting
    - Review Policies for effectiveness
    - Process Owners review procedures for effectiveness (present change requests for input).
    - Review of process performance
    - Review of Corrective/Preventive Actions
    - Customer feedback if necessary
    - Changing environment-planned changes
* **Field Management** Semi-annually
  + One crew per month will be audited for both QA & QC according to Audit form ECMW-QCD-009
    - Review of outstanding/follow-up items from previous meeting
    - Review Policies for effectiveness
    - Feedback from Process Owners on existing procedures
    - Review of process performance
    - Review of Corrective/Preventive Actions
    - Customer feedback if necessary.
* **Warehouse Management** semi-annually both QC & QA
  + One warehouse will be audited for both QA & QC according to Audit form ECMW-QCD-010
    - Review of outstanding/follow-up items from previous meeting
    - Review Policies for effectiveness
    - Feedback from Process Owners on existing procedures
    - Review of process performance
    - Review of Corrective/Preventive Actions
  + Customer feedback if necessary
* **Quality Management System** Annually.
  + Annual audit of Quality Manual using form ECMW-QCD-005
    - Review of outstanding/follow-up items from previous meeting
    - Review Policies for effectiveness