

Audit plan template

Audit plan details	Luscious Bites details	Comments
Auditor contact details	Name: Address: Telephone (w): Telephone (m):	The auditee may need to query and negotiate issues prior to accepting the audit plan.
Auditee contact details	Contact person: Address: Telephone (w): Telephone (m):	You may need to clarify details with the auditee before you proceed.
The location to be audited		The location must be agreed upon by both parties.
The scope of the audit	<ul style="list-style-type: none"> Standards, codes & legislation size of business <ul style="list-style-type: none"> no of sites no of employees industry: type of products processing technologies hours of operations technical expert required? team or solo audit? which languages spoken? 	This includes a summary of the areas to be audited and the references against which the auditee will be assessed for compliance.
The scheduled time and proposed duration of the audit, including desk audit, site audit and delivery of final report.		Both parties need to understand and agree on the time and likely duration of the desk audit, site audit and preparation of the report. While the exact times cannot be guaranteed there needs to

		be some guideline estimate understood between the parties involved.
Date for receipt of desk audit documentation and time frame for review of documentation		The desk audit may be arranged in advance of the site audit and can be an important means of previewing and clarifying issues prior to the site audit.
The preliminary agenda for the site audit		An agenda will give the auditee ability to manage their daily work operations while the audit proceeds.
Proposed date for completion of follow up actions		Set a date for the expected close out of all audit findings.
Statements of confidentiality, OHS compliance and other business criteria		The auditee needs to know that the auditor will respect confidentiality, OHS obligations and may agree to other business related criteria such as public liability and professional liability.
Reasons for termination of audit		There can be events that warrant the audit to be terminated, such as unacceptable OHS risk or personal threat to the auditor. Both parties must be in agreement on these issues prior to the start of the audit.
Actions or recourse in case of disagreement		The auditee should be advised of the mechanisms and actions that can be taken when there is a dispute regarding the findings of the auditor.

<Delete the comments when you have completed this form.>