

AUDIT PROGRAM/PLAN

AUDIT PROGRAM/PLAN				QUARTER/YEAR	Q4/2022
Dept. / Branches	MIS				
Management System(s)	ISO 9001:2015 (QMS)				
Manual(s) Ref	QM-THBM-MA-101, PR-THBM-QA-201, PR-THBM-AC-901, PR-THBM-AC-902, PR-THBM-AC-903				
Opening Meeting Date	10-Nov-22	Time	9.00 am - 11.00 am	Team Leader	Jamaliah binti Musa
Closing Meeting Date	10-Nov-22	Time	12.00 pm - 1.00 pm	Member(s)	
Project/Department Representative	MOHD IZAQ FIRDAUS				
Audit scope	QOPA & ROAR, MRM summary action status,procedure PR-THBM-MIS-1101 SCHEDULE MAINTENANCE and all related procedure.				
Day & Date	Time	Audit Area/Process/Functions			
		ISO 9001:2015			Clause
Thursday 10/11/2021	9.00 am-9.15 am	Opening meeting - welcome note by Auditee Introduction by Lead Auditor (highlighted audit team plan, purpose, movement and auditing)			QM-THBM-MA-101, PR-THBM-QA-201 PR-THBM-MIS-1101
	9.15 am-10.30 pm	Review on Quality Manual 1. MRM status, QOPA, ROAR and all related procedure			
	10.30 am-11.30pm	Review on QMS Procedure 1. Schedule Maintenance			
	11.30pm-12.00pm	Auditor finalizing on finding and preparing for audit report			
	12.00pm-1.00pm	Closing meeting - audit team will present all audit finding. Recommendations will be highlighted			

Instruction :

This Audit Schedule is established for Lead Auditors & Internal Audit Team to plan their respective audits. The Auditors must prepare the Audit Plan and Internal Audit Check List prior to the official audit.

The Audit Plan shall consist of the following :

1. Opening meeting
2. Audit team's plan
3. Follow up actions taken from previous audit NCR / OFI / Recommendation for improvement
4. Relevant operating procedures and sections of Quality Manual
5. Time Schedule / Agreement by auditees.
6. Reference to ISO clauses & standard.
7. Audit team's report preparation
8. Closing meeting
9. End of audit