

Rev: 0 Effective Date: 1/8/2019

Doc Num: PG/QMS/QAC/F6131

Audit Programme

Step 6 Enter the start and finish date for each planned, or additional audit, based on the frequency shown by the indicators.

An audit should be scheduled at least once per year unless otherwise justified;

An audit should be scheduled within 12 weeks and an additional audit within 6 months;

An audit should be scheduled within 4 weeks with an additional audit after 12 weeks and then reoccurring quarterly.

Please note that Columns A, B & C will automatically populate with information form the 'Process Assessment' worksheet.

Only enter information in the grey coloured cells in Columns 'E', 'F', 'G' & 'H'.

The formulas will then colour the relevant date/day cell(s) in the programme.

Please note that all cells between '17' & '196' to 'ACA7' & 'ACA96' contain a hidden '0' which is part of the 'date box' shading formula - **DO NOT DELETE!**Begin auditing your system and processes using the internal audit checklist.

									1-J	ul- <u>1</u> 9				8-Jul	-19		## #	# ##	## #	## ## ## ## ## ## ## ## ## ## ## ## ## ## ## ##								## #	## ## ## ## ## ##			
Audit Ref.	Process Name	Indicator	Туре	Start	Finish	Duration (Days)	Complete (Yes/No)	1-Jul-19		4-Jul-19 5-Jul-19	6-Jul-19	8-Jul-19	9-Jul-19	10-Jul-19 11-Jul-19	1 7	13-Jul-19 14-Jul-19	25-Aug-19	22-Sep-19	24-Nov-19	19-Jan-20	23-Feb-20 22-Mar-20	26-Apr-20	24-Iviay-20 21-Jun-20	19-Jul-20	13-Sep-20	11-Oct-20 8-Nov-20	6-Dec-20	3-Jan-21 31-Jan-21	28-Feb-21	25-Apr-21	23-May-21 20-Jun-21	18-Jul-21
			Planned	4-Jul-19	4-Jul-19	1	YES																									
IA601	Det. Context of the Org. and int.	()	Additional	25-Oct-19	25-Oct-19	1	NO																									
IAbul	parties		Additional			1																										
			Additional			1																										
			Planned	4-Jul-19	4-Jul-19	1	YES																									
IA602	Personnel Role, Resp. And	8	Additional	25-Oct-19	25-Oct-19	1																										
IAOUZ	Authorities		Additional	24-Jan-20	24-Jan-20	1																										
			Additional	24-Apr-20	24-Apr-20	1																										
			Planned			1																										
IA003	Incident Investigation		Additional			1																										
17 (003	micident investigation		Additional			1																										
			Additional			1																										
			Planned	4-Jul-19	4-Jul-19	1	YES																									
IA604	Participation, Comm. & Consultation	&	Additional	25-Oct-19	25-Oct-19	1																										
,, (00)	articipation, commit & consultation		Additional	24-Jan-20	24-Jan-20	1																										
			Additional	24-Apr-20	24-Apr-20	1																										
			Planned	4-Jul-19	4-Jul-19	1	YES																									
IA605	Addressing Risk & Opportunity	(!)	Additional	25-Oct-19	25-Oct-19	1		$\sqcup \!\!\! \perp$	$\perp \perp$				11																			
	g a sa spipe a		Additional			1			$\perp \perp$																							
			Additional			1			1						Ш																	
			Planned	4-Jul-19	4-Jul-19	1	YES																									
IA606	Management of change		Additional			1			++	_			1	_																		
			Additional			1			++	_			1	_																		
			Additional			1			+				++	_	Ш																	
			Planned	4-Jul-19	4-Jul-19	1	YES		-				++		\bot																	
IA607	Control of Document and Records	8	Additional	25-Oct-19	25-Oct-19	1			++	_			+																			
			Additional	24-Jan-20	24-Jan-20	1			++	_			+																			
			Additional	24-Apr-20		1			+						+																	
			Planned	4-Jul-19	4-Jul-19	1	YES		1				1		+																	
IA611	Quality Assurance & Control of NC		Additional			1			++	\perp				\perp	$oldsymbol{+}oldsymbol{+}$																	
	_		Additional			1			++	\perp				\perp	igoplus																	
			Additional			1			++	+			++	+	+																	
			Planned			1		$\vdash \vdash$	++	+			++	+	+																	
IANNA	Fmargancy Dran Rash & Rac		Additional			1			1 1																							

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MADE More Management System Audit Management System System Audit Management System Sys			1-Jul-1						1-Jul-	-19	8-Jul-19	## ## ## ## ## ## ## ## ## ## ## ## ##											
Marco Marc	1A003	Linergency Frep., Kesp. & Kec.		Additional			1																
Month Carl, Month & Control				Additional			1																
Month Carl, Month & Control				Planned	4-Jul-19	<i>∆</i> - Jul-19	1	YFS															
Mode Continue & Precedence Continue & Precedence					4 301 13	4 301 13	1	123															
Addition Addition	IA608	Work Env. Monit. & Control		A 1 15.5			·		+ +														
Mail							'		++														
Mode Legal & Other Requirement							'																
March Legal of Other Requirement Part Section Part Pa				Planned	4-Jul-19	4-Jul-19	'	YES															
Manual	IA609	Legal & Other Requirement		Additional			1																
Maring Properties & Processive & Action Properties & Processive &							1																
Additional State Continual Improvement				Additional			1																
Action A				Planned	4-Jul-19	4-Jul-19	1	YES															
Mail	14.610			Additional	25-Oct-19	25-Oct-19	1																
Mail	IAbTU	Client Satisfaction & Feedback		Additional	24-Jan-20	24-Jan-20	1																
Mariagement System Audit				Additional			1																
Add the continual improvement Add the continual improvemen				Planned			1	YES															
ABSTRUCK (24-Jun 20 1 1 1 1 1 1 1 1 1 1		Ctrl Mon Mea Anls & Eval Of					1	. 20															
Additional Add	IA612		\otimes				1		+ +														
Management System Audit 9		Bata		Additional			'		+														
ABI-times				Additional			1	\/FC															
Additional				Planned	4-Jul-19	4-Jul-19	1	YES															
Additional 1 1 1 1 1 1 1 1 1	IA613	Management System Audit		Additional			'																
1A614 Corrective & Preventive Action Request Req				Additional			1																
Additional				Additional			1																
Additional				Planned	4-Jul-19	4-Jul-19	1	YES															
IA615 Continual Improvement	14.614	Corrective & Preventive Action		Additional			1																
IA615 Continual Improvement A-Jul-19	IA614	Request		Additional			1																
Additional				Additional			1																
Additional				Planned	4-Jul-19	4-Jul-19	1	YES															
Additional				Additional			1	-															
Additional	IA615	Continual Improvement		Additional			1																
Raditional Additional Add							1		+ +														
Additional 1				Dlanned	4 Jul 10	4 Jul 10	'	VEC															
Additional 1				Planned	4-Jul- 19	4-Jul-19		TES															
Additional 1	IA616	Management Review		Additional			'																
Additional 1 YES				Additional			'																
Additional 25-Oct-19 25-Oct-19 1							1																
Additional 1				Planned			1	YES															
Additional	ΙΔ401	Project Initiation		Additional	25-Oct-19	25-Oct-19	1																
Project Planning	17401	Troject mitiation		Additional			1																
Additional 25-Oct-19 25-Oct-19 1				Additional			1																
Additional 25-Oct-19 25-Oct-19 1				Planned	4-Jul-19	4-Jul-19	1	YES															
Additional 1							1																
Project Execution	IA402	Project Planning	(1)	Additional			1																
Project Execution				Additional			1																
Additional 25-Oct-19 25-Oct-19 1			1		<i>∆</i> _ µ _10	<i>∆</i> - ₁₁ ₋ 10	1	VES															
Additional 1				Additional			1	ILJ															
Additional 1	IA403	Project Execution		Additional	23-001-19	23-001-19	'		++														
Planned							'		+														
IA404 Project Control & Monitoring Additional 25-Oct-19 25-Oct-19 1							ı																
1A404 Project Control & Monitoring 1 0 1 1 1 1 1 1 1 1				Planned			,	YES															
Additional 1	IA404	Project Control & Monitorina			25-Oct-19	25-Oct-19	'		$\bot \bot$														
		,		Additional			1																



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									1-Jul-	19	8-J	ul-19	## ## ## ## ## ## ## ## ## ## ## ## ##
			Additional			1							
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA405	Project Delivery & Completion	(!)	Additional			1							
1A403	Project Delivery & Completion		Additional			1							
			Additional			1							
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA407	Project Claim/Invoicing	8	Additional	25-Oct-19	25-Oct-19	1							
1/407	roject claim, involcing		Additional	24-Jan-20	24-Jan-20	1							
			Additional	24-Apr-20	24-Apr-20	1							
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA406	Pro. Ctrl. of Changes & Variation		Additional			1							
17400	Order		Additional			1							
			Additional			1							
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA503	Managing Vendor & Subcontractor	②	Additional			1					$\sqcup \sqcup$		
17 (303	Trianaging vendor & suscentractor		Additional			1					$\sqcup \sqcup$		
			Additional			1							
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA504	Vendor Performance Assessment	②	Additional			1					$\sqcup \sqcup \sqcup$		
17 130 1	l l l l l l l l l l l l l l l l l l l		Additional			1					$\sqcup \sqcup \sqcup$		
			Additional			1							
	Control of Client Property		Planned	4-Jul-19	4-Jul-19	1	YES				$\sqcup \sqcup \sqcup$		
IA408			Additional			1					$\sqcup \sqcup \sqcup$		
			Additional			1							
			Additional			1					<u> </u>		
			Planned	4-Jul-19	4-Jul-19	1	YES						
IA301	Recruitment of Personnel		Additional			1					+++		
	rteer ditinent of 1 ersonner		Additional			1					+++		
			Additional			1					++		
		<u> </u>	Planned	4-Jul-19	4-Jul-19	1	YES				+++		
IA302	Awareness & Competencies		Additional	25-Oct-19	25-Oct-19	1							
			Additional			1					+++		
			Additional	4 1 1 40	4 1 1 10	1	\/FC				+++		
			Planned	4-Jul-19	4-Jul-19	1	YES	_			+++		
IA303	Training & Development		Additional	25-Oct-19	25-Oct-19	1			1 1		+++		
			Additional			1					+++		
			Additional	4 1.1 10	4 1.1 10	1	VEC				 		
	Cal. & Ctr. Of Mon. & Meas.		Planned	4-Jul-19	4-Jul-19	1	YES				+++		
IA104	Equipment	\bigcirc	Additional			1					+++		
	Equipment		Additional			1					+++		
			Additional	4-Jul-19	4-Jul-19	1	YES				+ + +		
			Planned	4-Jul- 19	4-Jul-19	1	152	$\vdash \vdash$			 		
IA103	Eq. Parts Preservation, Storage & Inv.		Additional Additional			1		$\vdash \vdash$	++		 		
			Additional			1		\vdash			 		
			Planned	4-Jul-19	4-Jul-19	1	YES	\vdash			 		
	Goods/Eq. Receiving, Handling &		Additional	4-Jul-13	4-Jul-13	1	153	\vdash			 		
IA102			Additional			1					+ + +		
	Insp.		Additional			1					 		
	1		Additional					 	1			1	



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									1-Jul-1	9	8-Jul-19	## #	±# ## ## #	# ## ## ##	## ## ##	## ## ## :	## ## ## #	‡#	## ## ## #
			Planned	4-Jul-19	4-Jul-19	1	YES												
14101	Leferate at an Or Fee in a set Maria		Additional	25-Oct-19	25-Oct-19	1													
IA101	Infrastructure & Equipment Maint.	()	Additional			1													
			Additional			1													
			Planned	4-Jul-19	4-Jul-19	1	YES												
IA501	Purchasing & Evaluation of Vendor	Ø	Additional			1													
IAJUT	ruichasing & Evaluation of Vendor		Additional			1													
			Additional			1													
			Planned	4-Jul-19	4-Jul-19	1	YES												
IA502	Payment Certificate	②	Additional			1													
17 (302	ayment certificate		Additional			1													
			Additional			1													
			Planned	4-Jul-19	4-Jul-19	1	YES												
IA202	Tender, Bid and Proposal		Additional	25-Oct-19	25-Oct-19	1													
	Tomasi, and and reposal		Additional			1													
			Additional			1													
			Planned	4-Jul-19	4-Jul-19	1	YES				\bot								
IA203	Project Contract Deployment		Additional			1													
			Additional			1													
			Additional			1													
			Planned	4-Jul-19	4-Jul-19	1	YES												
IA603	Incident & Event Notification		Additional			1													
			Additional			1													
			Additional	4 1 1 10	4 1 1 10	1	VEC												
			Planned	4-Jul-19	4-Jul-19	1	YES												
IA105	Logistic & Security		Additional			1													
			Additional Additional			1													
				4-Jul-19	4-Jul-19	1	YES				+++								
			Planned Additional	25-Oct-19	25-Oct-19	1	163												
IA304	Organizational Knowledge	\otimes	Additional	24-Jan-20	24-Jan-20	1													
			Additional	24-Apr-20	24-Apr-20	1													
			Planned	24 Apr 20	24 / 101 / 20	1					+++								
			Additional			1													
IA042	Reduce, Reuse & Recycle	Ø	Additional			1													
			Additional			1													
			Planned			1					 								
		_	Additional			1		\vdash			 								
IA043	Waste Management		Additional			1													
			Additional			1													
		1	Planned			1		\Box	1 1 1		 								
			Additional			1			1 1 1										
IA044	Resource Planning	Ø	Additional			1			1		\dashv								
			Additional			1			1 1 1		\dashv								
			Planned			1													
14045	OUGAGUUDADG		Additional			1													
IA045	OHSAS HIRADC	Ø	Additional			1													
			Additional			1													
			Planned			1													
	1	I																	



AUDIT PROGRAM SCHEDULE

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						1-Jul-19			8-Jul-19			19											## ##	## ## ##	
IA046	EMS Aspect & Impact	Additional		1																					
		Additional		1																					
		Additional		1																					