**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 02 | 04 April 14 | Add Revision History  Revise headers to conform to company standards | Recommendation from Stage 2 audit | CMRojas |  |
| 03 | 11 Dec 15 | Added Year in the Title | To easily identify the record | RCGanal | ECVentura |
|  |  |  |  |  |  |
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**AUDIT PROGRAM for <Year>**

1. AUDIT OBJECTIVES

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. AUDIT SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROCESS | PROCESS OWNERS | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Dates |  |  |  |  |  |
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Processes are coded as follows, depending on their criticality for the quarter:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Criticality | | | | Total Audit Findings | | Audit Frequency | |
|  |  | > 40 | | 4x a year | |
|  |  | < 40 but >= 30 | | 4x a year | |
|  |  | < 30 but >= 20 | | 3x a year | |
|  |  | < 20 but >= 10 | | 3x a year | |
|  |  | <10 but >=5 | | 2x a year | |
|  |  | < 5 | | once a year | |

Clarificatory Notes:

1. The following will be included in the audit of every process:

* Record Control
* Document Control
* Monitoring of KPMs
* Data Analysis
* Continuous Improvement
* Corrective Action
* Preventive Action

1. AUDITORS

Note: Auditors will not be assigned to audit their own unit.

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| --- | --- |
| **Prepared by:**  Quality Management Representative | **Date:** |
| **Confirmed by:**  President | **Date:** |