

2nd Jul MOM Document

Crafted for Alfa Electronics Team on 2nd Jul. 2024

Document status: Under Review

Version 1.0

I. Heading:

1. Date and Time: 2nd Jul. 2024 at 10.00 AM
2. On-site at Aura Company's premises.
3. Attendees: Eng. Samer Kamel, Eng. Ahmed Hathout, Ms. Sara, BA. Thomas Wahid.

II. Purpose of the Meeting:

The purpose of the meeting is to discuss the Progress details of the Auditing Module.

III. Agenda Review:

- Review the existing system.
- Discuss each module's requirements.

IV. Discussion and Decisions:

Following an in-depth discussion, we have come to the following conclusions:

1. Discussed Features

- **Audit Plan Creation**
 - **Multiple Auditee Departments:** The audit creator can select several departments to be audited.

- **Multiple Dates and Auditors:** For each department, the audit creator can schedule multiple auditing dates, assign multiple auditors, and select a checklist for each date.
- **Auditor Recommendations:** The system can recommend auditors for specific departments.
- **Checklists:** Each department has a specific checklist of questions.
- **Previous Audit Reports:** The system displays the previous audit report for each department.
- **Checklist Evaluation:** Checklist items are evaluated as Complied, Complied with Observation, Not Complied (Major), Not Complied (Minor), and Skipped.
- **Auditors' List**
 - **New Module:** A new module will display auditors' data, including their names, recommended departments, certificates, and more.
 - **Auditors Starting an Audit**
 - **Viewing Planned Audits:** Auditors can view a list of planned audits.
 - **Previous Reports and Checklists:** For each planned audit, auditors can view the previous report and assigned checklist, and can edit or add new questions.
 - **Rescheduling:** Auditors can reschedule audits and provide a reason.
 - **Attendance Registration:** While performing the audit, auditors register other auditors and attendees from each auditee department.
- **Audit Report**
 - **Terminology Change:** “Comment” will be rephrased to “Evidence”.
 - **Report Content:** The report will exclude skipped questions.
 - **Corrective Action Request (CAR)**
 - **Multiple CARs:** Multiple CARs can be created for each question.
 - **Role of Auditor:** Auditors' roles end once they create CARs.

- **Follow-Up Responsibility:** The Quality department will follow up on CARs.
- **Non-Reference CARs:** CARs can be created without a reference audit.
- **Escalation Process:** Used as a reminder for the Manager and General Manager.
- **Status Updates:** No “Returned to be edited” status; “Rejected” status will be changed to “Rejected to be edited”.
- **Coding System**
 - **Structure:** Alphabetic, Year, Serial No.
 - Report: R24123
 - CAR: C24123
 - PAR: P24123
- **Future Implementations**
 - **External Documents:** To be added in phase 2.
 - **Client Complaints & Modification Requests:** Implemented as request templates, no additional actions needed.

2. Action Items:

- **Aura Team:** Prepare an estimate sheet and deliver it to Eng. Ahmed.
- **Eng. Ahmed:** Provide the following for system implementation:
 - Guided data for import.
 - Contacts list.

V. Prepared By:

Thomas Wahid