

**AUDIT PROGRAMME Stage1**

Plan Revision Date:

Plan Revision No:

COMPANY NAME			
ADDRESS			
SCOPE			
TEL		FAX	
REPORT NO		EA/SIC/NACE Code	
AUDIT TYPE		AUDIT DATE	
STANDARD		ACCREDITATION	
LEAD AUDITOR / NAME SURNAME CONTACT INFO		1. AUDITOR / NAME SURNAME	
2. AUDITOR / NAME SURNAME		EXPERT / NAME SURNAME	
OBSERVER / NAME SURNAME		CANDIDATE AUDITOR / NAME SURNAME	
COMPANY RESPONSIBLE / NAME SURNAME CONTACT INFO			

Audit Objective:- Determination of the extent of conformity of the Clients management system and evaluation of the capability of the management system to ensure compliance with statutory, regulatory and contractual requirements. Evaluation of the effectiveness of the management system in meeting its specified objectives and the identification of areas of potential improvement of the management system.

Audit Criteria:- To give confidence that the management system and client is prepared for a stage 2 Audit and shall include a review of the client's management system documentation, an evaluation of the client's location and site-specific conditions and undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit. A review of the client's status and understanding regarding the requirements of the standard. To collect necessary information regarding the scope, processes, locations, statutory and regulatory aspects and compliance. Review the allocation of resources for stage 2 audit, provide a focus for planning stage 2 audit and evaluate if the internal audits and management review are being planned and performed and that the level of implementation of the management system substantiates that the client is ready for the stage 2 audit.

Dear Sir / Madam,

Approval of the audit program within three days; the procedures and quality manual latest one week before the scheduled date of audit are required to reach us. Please also inform us if there should be any safety precautions taken.

Details of audit programme is given below. The company is the responsible to assigne the staff who is knowledgeable enough about relevant standard, your company applications and also capable to respond questions and accompany with inspection team by providing necessary requirements. Following standard items specified below may change depending on company's working conditions and may take a different format.

1. In terms of productivity and time saving, please keep the lunch time as short as possible.
2. It is requested to assign conference or meeting room for auditors.
3. Please identify and allocate staff which will accompany to the auditor by informing about safety and other details during the audit.
4. During audit, official language will be used. For reporting, Hindi or English will be used.

We thank you for your cooperation.

Director/Manager Operation

Please fax back to us by signing and stamping.

(Please insert Three year audit program relevent to audit and standard)

QACS