

**AUDIT PROGRAMME STAGE 2/ SURV/ RECERT**

Plan Revision Date:

Plan Revision No:

COMPANY NAME			
ADDRESS			
SCOPE			
TEL		FAX	
REPORT NO		EA 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			

Stage 2 Audit Objective:- to assist the edquacy, effectiveness and conformance of the management system certification by reviewing to extent to which:

- the organization adhere to its own policy and procedures. The organization conforms with the requirements of the standards and The organization is effectively achieving its own objectives.

Stage 2 Audit Crieteria:- To evaluate the implementation, including effectiveness, of the client's management system and shall include information and evidence about conformity to all requirements of the applicable standard. Performance monitoring, measuring, reporting and review against key performance objectives and targets. Details on the client's management system and performance with regards to legal compliance. Operation control of the clients processes. Internal audits and management review. Management responsibility for the client's policies. Links between the normative requirements, policy, performance objectives and targets, any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and intern audit findings and conclusions.

Surveillance/Recert Audit objective:- To evaluate continual improvements and continued conformance of management system.

Surveillance/Recert audit criteria:- To evaluate the continual implementation, including effectiveness, of the client's management system and shall include information and evidence about conformity to all requirements of the applicable standard. Performance monitoring, measuring, reporting and review against key performance objectives and targets. Details on the client's management system and performance with regards to legal compliance. Operation control of the clients processes. Internal audits and management review. Management responsibility for the client's policies. Links between the normative requirements, policy, performance objectives and targets, any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and intern audit findings and conclusions

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 for keeping ready the staff who are knowledgeable enough about relevant standart, 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.

AUDIT PLANNING RESPONSIBLE

Please fax back to us by signing and stamping.

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

QACS