

Audit Plan – ISO Certification Audit

This plan for the audit will be discussed and agreed with the auditor at the opening meeting and may be updated as required.

Activity	Details
Opening Meeting	<p>Review and agreement of audit plan and timings.</p> <p>Auditor made aware of any special requirements, site rules or safety procedures.</p> <p>Auditor will confirm the following as detailed on the audit report;</p> <ul style="list-style-type: none"> • Distribution / confidentiality statement • Audit objectives and criteria • Scope of certification & confirm company details held are correct • Review / closure of any previous findings
Review of Management Systems	<p>Depending on the ISO standards covered by the audit there will be some documentation requirements and the auditor will need to review all relevant documentation.</p> <ul style="list-style-type: none"> • Management system manual / procedures • Relevant policies i.e. quality policy if ISO 9001 audit • Internal audit documentation and audit schedule • Management review and objectives • Other relevant company documentation
Lunch	Time and duration to be agreed with the auditor
Site Tour	<p>Where an audit is being completed onsite the auditor may need to complete a site tour to check various relevant activities such as;</p> <ul style="list-style-type: none"> • Management of equipment and premises • Physical security (ISO 27001 audits) • Emergency preparedness (ISO 14001 audits) • Health and safety arrangements (ISO 45001 audits) <p>Please make necessary arrangements for the site tour including providing the auditor with a site induction where required.</p>
Review of Operational Evidence	<p>As well as looking at evidence viewed during the site tour there may be some other evidence the auditor may need to review and this may include evidence such as;</p> <ul style="list-style-type: none"> • Examples of completed jobs / projects • Inspection / maintenance / calibration records • Training records • Waste management documentation <p>The auditor will let you know what operational evidence they need to see during the course of the audit.</p>
Audit Report Writing	As well as reviewing evidence the auditor will require some time to collate everything and write the report.
Closing Meeting	<p>At the closing meeting the auditor will summarise the audit findings and let you know their recommendation.</p> <p>This will also be an opportunity to review and discuss any findings raised.</p>