QP1020-1 SAMPLE AUDIT PROGRAM

		20nn[1]					
Type[2]	**Audit Scope**	**Jan-Feb**	**Mar-Apr**	**May-Jun**	**Jul-Aug**	**Sep-Oct**	**Nov-Dec**
C	• Document Control (4.2.3) • Quality Records (4.2.4)	Audit Plan[3] Assemble Audit Team	Audit[4]				
B	• Management Responsibility (5.0)		Audit Plan Audit Team	Audit			
C	• Control of Nonconforming Product (8.3) • Corrective Action (8.5.2) • Preventive Action (8.5.3)			Audit Plan Audit Team	Audit		
A	• Competence, Training, and Awareness (6.2.2) • Job Descriptions				Audit Plan Audit Team	Audit	
A	• Procurement (7.4.1) • Supplier Evaluation (7.4.2)					Audit Plan Audit Team	Audit
A	• Receiving and Inspection (7.4.3)	Audit ('10)					Audit Plan ('09) Audit Team

APPROVAL

Lead Auditor: ________________________________ Date: ____________

Top Management: ______________________________ Date: ____________

[1] Every area/process must be audited once every three years, at a minimum, to conform to the Standard.

[2] A=Due for audit; B=Critical process; and C=Follow-up to previous audit.

[3] "Audit Plan" and "Assemble Audit Team" are placed in the two-month period preceding the Audit for illustrative purposes *only* (to show that the Plan and Team must come before the Audit itself).

[4] Specific dates will be developed and mutually agreed upon by the Lead Auditor and the Auditee.