

2014 AUDIT PLAN for _____

Background:

- ☐ Short summary why firm doing this audit (i.e. objective)

Audit Criteria:

- ☐ Identify the audit tool used for this audit

Audit Scope

- ☐ Identify the parts of the business included in the audit

Participant Roles:

Clarify the roles and responsibilities for all participants. Examples of participants include:

Lead Auditor:

Assisting Auditors:

Audit Sponsor:

Employees (eg. managers/supervisors/workers):

Summary of Activities:

- ☐ Consider including a summary or table outlining key activities, dates and responsibilities.

Dates	Activity	Responsible
	Pre-audit meeting.	
	Post audit follow up to establish continuous improvement plan.	

Summary of Activities:

Dates	Activity	Responsible
May 3	Pre-audit meeting.	Lead & Management Team
May 3	Corporate program reviewed prior to records review, observations & interviews.	Lead
May 4	Audit Questions developed and issued to assisting auditors.	Lead
May 5	Head office records review and interviews completed.	Lead
May 5	Warehouse – Records / interviews / tour	Assisting
May 5	Production area– Records / interviews / tour	Assisting
May 6	Site/dept. audit reports emailed to lead auditor.	Assisting
May 7	Review and complete Audit report.	Lead and Assisting
May 11	Conduct closing meeting.	Lead and Sponsor
May 12	Final report issued, reviewed and signed off.	Lead, Sponsor and Senior Manager
May 20	Post audit follow up to establish continuous improvement plan.	Lead & Management Team