

Second Party Audit Plan

Repair of crankcase and crankshaft

Organization:			
Address:			
Visited firm		Audit Date:	
Lead Auditor:			
Audit Criteria	ISO: 9001, and Applicable technical specification.		
Audit Language:	English		

The objective of the audit is to provide Transnet Engineering's Management with the assurance that the processes applicable to and the technical expertise required for the repair of crankshaft and crankcase is on a standard that will ensure the products delivered to the customer comply with specified criteria.

Start time	End Time	Owner	Area / Department /	Process / Function
08:00	12:00	Audit team	Boardroom: Opening Meeting	<ul style="list-style-type: none">• Introduction• Audit Background• Audit Scope• Audit criteria• Handling of Non-conformance• Classification of findings
		Audit team	Document Review:	<ul style="list-style-type: none">• Specification and Drawing• Manufacturing procedure• Process flow-chart and QCP• Quality Check-sheet• Material specification, Maintenance Instructions and Parts Catalogues• Outsourced activities (Sub-contracting)
		Lead Auditor	QMS	<ul style="list-style-type: none">• Handling of Non-conformances• Internal Audits• Management Review• Customer surveys• Calibration and Maintenance of equipment's.• Record keeping• Training Records and skill matrix
		Technical Team	Production Line	<ul style="list-style-type: none">• Production Activities (Following the process flow chart, the audit team will verify the availability and suitability of measuring, tools, machinery, testing facility, ovens, technical knowledge, Job-cards, QC, packaging)
		Audit team	Boardroom	Finding Consolidation
		Audit team	Boardroom-Closing Meeting	Presenting audit findings
		End of Audit		