

Second Party Audit Plan

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 **unit chrome cylinder** 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• 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				