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 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**	• **Introduction** • **Audit Background** • **Audit Scope** • **Audit criteria** • **Handling of Non-conformance** • **Classification of findings**
		Audit team	**Document Review:**	• **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**	• **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**	• **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				