

# Audit Plan

**Organization:** HSE Western Area – Technical Services Department

**Address:** Holland Road, Plassey, Co. Limerick

**Date(s) on site:** 3<sup>rd</sup> February '06

**Lead Auditor:** Ruth Burke

**Team Member(s):** N/A

**Standard(s):** ISO 9001:2000

**Audit Language:** English

*Audit objectives: To confirm that the management system has been established and implemented in accordance with the requirements of the audit standard.*

Date	Time	Auditor	Area / Department / Process / Function	Key Contact
3/2/06	9.30	RB	Arrive on site	
	9.45	RB	Opening Meeting with the Management Team	
	10.00	RB	Management Commitment including Management Review, Quality Objectives, Quality Policy, Responsibility & Authority, Communication	
	10.30	RB	Customer Focus/Satisfaction	
	11.00	RB	Control of Documents/Records	
	11.30	RB	Human Resources	
	12.00	RB	Infrastructure/Work Environment – Procedures 100 Maintenance	
	12.30	RB	Capital Projects – Procedure Series 10	
	1.00	RB	Lunch	
	1.45	RB	Fire Safety – Procedures series 200 & 500	
	2.15	RB	Corporate Management – Procedures series 400	
	2.45	RB	Calibration	
	3.15	RB	Internal Audit	
	3.45	RB	Non Conformances/Corrective & Preventive Action	
	4.15	RB	Auditor Private Review	
	5.00	RB	Closing Meeting	

**SGS**  
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## Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.