**AUDIT PLAN**

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| **Name of Company (Auditee):** | **Address (Audited Site):** | | | | | |
|  |  | | | | | |
| **Purpose/Products/Scope of Audit:** | **Dates and Time of Audit** | | | | | |
|  |  | | | | | |
| **Lead Auditor's Name (Print Name)** | **Additional Audit Team Members (Print Name(s))** | | | | | |
|  |  | | | | | |
| **Type of Audit:** |  | On-site |  | Remote\* | Platform: |  |
| \*In order to maintain certification, remote audits will require an additional on-site audit as soon as possible, after the issue which justified a remote audit has been resolved and as appropriate for the audit service. | | | | | | |

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| **Date and Time**  (adjustments may be made as the audit proceeds) | **Audit Activities** | **Remarks** |
|  | 1. Opening meeting |  |
|  | 1. Walk-through facility to verify implementation of procedures |  |
|  | 1. Verify applicable procedures related to customer and regulatory requirements |  |
|  | 1. Verify applicable records related to the required procedures and policies |  |
|  | 1. Review status of corrective actions related to previously identified audit findings |  |
|  | 1. Prepare summary of deficiencies |  |
|  | 1. Closing meeting |  |