**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
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|  | 1. Walk-through facility to verify implementation of procedures
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|  | 1. Verify applicable procedures related to customer and regulatory requirements
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|  | 1. Verify applicable records related to the required procedures and policies
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|  | 1. Review status of corrective actions related to previously identified audit findings
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|  | 1. Prepare summary of deficiencies
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|  | 1. Closing meeting
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