



# AUDIT PLAN

F29  
Rev. 01  
20VV/06/01

AUDITED SECTOR	HR – SALES - PURCHASE
RESPONSIBLE FOR THE AUDITED SECTOR	ADMINISTRATIVE MANAGER – MARY RODRIGUEZ
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20YY/02/14 TO 18

DATE AND TIME	LOCAL E PROCESTION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
14/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	----	Audit planning - Documentation study
15/02 10:00 – 11:00	HR – SALES - PURCHASE	JOHN	MARY	Opening meeting
15/02 11:00 – 13:00	HR – SALES - PURCHASE	JOHN	MARY	Purchasing, Sales and HR Process - Responsibilities
16/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Buyer, Seller, HR Analyst	Check the acquisition, sales and HR process. File control
16/02 15:00 – 17:00	HR – SALES - PURCHASE	JOHN	Buyer, Seller, HR Analyst	Training and monitoring of providers, vendors and HR
17/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Stock Controller, Buyer, Seller	Inventory and Inventory Control
18/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Stock Controller,, Buyer, Seller	Product reception - Inspection and control
18/02 15:00 – 16:00	HR – SALES - PURCHASE	JOHN	----	Conclusion and preparation of the report
18/02 16:00 – 17:00	HR – SALES - PURCHASE	JOHN	MARY	Closing meeting



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AUDITED SECTOR	MAINTENANCE
RESPONSIBLE FOR THE AUDITED SECTOR	ADMINISTRATIVE MANAGER – MARY RODRIGUEZ
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20YY/04/05-06

DATE AND TIME	LOCAL E PROCESTION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITTED
05/04 08:00 – 10:00	MAINTENANCE	JOHN	-----	Audit planning - Documentation study
05/04 10:00 – 11:00	MAINTENANCE	JOHN	MARY	Opening meeting
05/04 11:00 – 13:00	MAINTENANCE	JOHN	MARY	Processes / responsibilities
05/04 15:00 – 17:00	MAINTENANCE	JOHN	Head of Maintenance	Check processes and files
06/04 10:00 – 12:00	MAINTENANCE	JOHN	Head of Maintenance	Check team competence
06/04 14:00 – 15:00	MAINTENANCE	JOHN	Head of Maintenance	Check control and improvement
06/04 15:00 – 17:00	MAINTENANCE	JOHN		Conclusion and preparation of the report
06/04 17:00 – 18:00	MAINTENANCE	JOHN	MARY	Closing meeting



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AUDITED SECTOR	MANAGEMENT
RESPONSIBLE FOR THE AUDITED SECTOR	DIRECTOR – PETER SILVA
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20YY/03/04-05

DATE AND TIME	LOCAL E PROCESTION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITTED
04/03 10:00 – 13:00	MANAGEMENT	JOHN	-----	Audit planning - Documentation study
04/03 15:00 – 16:00	MANAGEMENT	JOHN	PETER	Opening meeting
04/03 16:00 – 17:00	MANAGEMENT	JOHN	PETER	Processes / responsibilities
05/03 10:00 – 11:00	MANAGEMENT	JOHN	PETER	Check processes and files
05/03 11:00 – 13:00	MANAGEMENT	JOHN	PETER	Check team competence
05/03 15:00 – 16:00	MANAGEMENT	JOHN	PETER	Check control and improvement
05/03 16:00 – 17:00	MANAGEMENT	JOHN	----	Conclusion and preparation of the report
05/03 17:00 – 17:30	MANAGEMENT	JOHN	PETER	Closing meeting



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AUDITED SECTOR	RESTAURANT
RESPONSIBLE FOR THE AUDITED SECTOR	HOTEL MANAGER – FRANK SMITH
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20YY/05/22 TO 26

DATE AND TIME	LOCAL E PROCESTION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
22/05 10:00 – 13:00	RESTAURANT	JOHN	----	Audit planning - Documentation study
23/05 10:00 – 11:00	RESTAURANT	JOHN	FRANK	Opening meeting
23/05 11:00 – 13:00	RESTAURANT	JOHN	FRANK	Processes / responsibilities
24/05 10:00 – 13:00	RESTAURANT	JOHN	Cooks, Chef, Maitre, Waiters, Helpers	Check processes and files
24/05 14:00 - 16:00	RESTAURANT	JOHN	Cooks, Chef, Maitre, Waiters, Helpers	Check team competence
25/05 10:00 – 13:00	RESTAURANT	JOHN	Chef, Maitre	Check control and improvement
26/05 10:00 – 12:00	RESTAURANT	JOHN		Conclusion and preparation of the report
26/05 12:00 – 13:00	RESTAURANT	JOHN	FRANK	Closing meeting