



# AUDIT PLAN

F29  
Rev. 01  
20VV/06/01

AUDITED SECTOR	SAFETY
RESPONSIBLE FOR THE AUDITED SECTOR	HEAD OF SAFETY – PAUL SIMONE
LEAD AUDITOR	MARY RODRIGUEZ
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/07/04-05

DATE AND TIME	LOCAL E PROCESTION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
05/07 10:00 – 13:00	SAFETY	MARY	----	Audit planning - Documentation study
05/07 15:00 – 16:00	SAFETY	MARY	PAUL	Opening meeting
05/07 16:00 – 18:00	SAFETY	MARY	PAUL	Processes / responsibilities
06/07 08:00 – 10:00	SAFETY	MARY	Guards	Check processes and files
06/07 10:00 – 12:00	SAFETY	MARY	Guards	Check team competence
06/07 14:00 – 15:00	SAFETY	MARY	PAUL	Check control and improvement
06/07 15:00 – 16:00	SAFETY	MARY	----	Conclusion and preparation of the report
06/07 16:00 – 17:00	SAFETY	MARY	PAUL	Closing meeting