

AUDIT PLANNING PROCESS

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PROCESS NAME:	Audit Planning Process
RESPONSIBLE:	Audit Planning Responsible
THE AIM OF THE PROCESS:	Performing audit planning effectively and by way of determining timing and persons who are appropriate and competent/impartial for qualifications, providing to go for related audits and achieve the audit aim on time and effectively.

INITIAL POINT	Signing the agreement
END POINT	Audit performing process

INPUTS	OUTPUTS
Certification Application Form Application Documents Agreement Documents	Interview demand
Agreement	Apeal assessment demand
Competent Auditor Information	Audit confirmation demand
Competent Committee Members Information	Audit plan
Audit Confirmation Information	Monthly audit plan (for demand assessment)
Opinion Information in Response to demand	Audit Programme
External agreement	
Committee decisions/ audit reports	
Document change intended for doing customer activity change and etc.	
Decisions intended for doing customer activity change and etc.	

SUPPLIER	CUSTOMER
Marketing activities	Certification committee
Selection Auditor/ Assessment Process	Lead Auditor / Auditor / Tecnical Expert
Certification Committee Job Definition	Committee members
Customer	Certification personnel
Lead Auditor / Auditor / Tecnical Expert	Audit team / External auditor -expert / Committees
Committee members	Customer
Certification Committee	
Document Management Procedure	

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PROCESS RESOURCES

Service Scope

ISO/IEC 17021-1:2015

ISO 19011

NAC guidance documents

ISO 22003

PERFORMANCE MEASUREMENT CRITERIAS

UNIT

Complaints, appeal and/or corrective activity ratio about planning

%

Error rate about determined man/day in audit planning

%

Compliance rate about monthly audit planning

%

REVIEWING PERIOD (How periodical process should be controled)

It should be reviewed at least once a year. Process outputs are discussed during Management review meeting.

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