# Audit Plan *(for 1 Auditor)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Client name:** ${AP\_ClientName} | **LRQA reference number:** ${AP\_ClientCBRef} | | **Visit type:** ${AP\_AuditTypeName} | **Standard(s):** ${AP\_StandardName} | | **Date / Revision:** ${AP\_Created} | **Audit dates:** ${AP\_DateFrom} - ${AP\_DateTo} | | | | | | |
| **Auditor:** | **Robert Low** (Team Leader) | |  |  | | |
| ${AP\_Plan\_R}  **Day**:${AP\_Plan\_Day} | ${AP\_Plan\_StartTime} | **${AP\_Plan\_Category}**  ${AP\_Plan\_Description} | | |
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*Note: Information on the objectives and activities of the various visits can be found in the Client Information Notes included in the report or on our website www.lrqa.com. Furthermore, on our website there is information available for various other topics like logo use, feedback, complaints, audit process, etcetera. The audit criteria and team members date and locations are also stated on the front page of the report. The audit criteria consist of the requirements of the standard and the management system of the client. Scope of certification and roles and responsibilities of the audit team members are expressed in the audit program /plan, job notes, client portal, certificate, etcetera.*