

1. Audit Information

Company Name	
Management Systems	
Scope of Audit	
Audit Criteria	
Audit Type	
Audit Date	
Audit Team	
Audit duration	

2. Audit Plan

XX/XX/XXXX

Audit Itinerary				
Day	Time	Auditee	OSHAD Elements	Lead Auditor
XX-0X-2024	09:30	All concerned	Opening meeting	Muhammad Zahid Imam
-	09:15	MR	Brief introduction of the facility	-
-	09:30	MR & others as required	OSH Policy, Roles and Responsibilities	-
-	10:00	MR	Targets and Objectives, Legal Compliance, Risk Management	-

-	10:30	MR, others as required	Contractor Management, Emergency Response and Management	-
-	11:00	MR & Process Owners	Management of Change	-
-	11:30	HR and MR	Training, Awareness & Competency and	-
	12:00	Break		
-	13:00	MR	Hazard, Near Miss, Incident Investigation & Reporting	-
	13:30		Communication and Consultation	
	14:00	MR	Audit and Inspection (Non-Conformance)	
-	14:30	MR	OSH Performance Monitoring	-
	15:00		Document & Records Control and Management Review	
-	As required	MR and Department head	Operational Control Procedures	-
	16:00		Auditor's meeting to compile the audit findings	
-	16:30	All concerned	Closing meeting	-