SHARIF-QSF-IQA-F01 REV # 00

# AUDIT PLAN

| | |
|---|---|
| **Audit No:** **2026-02** | **Audit Date: September 08, 2026** |
| **Standard:** **INTERNAL QUALITY AUDIT** | **Scope:** **PACKAGING MATERIALS INSPECTION** |

**Auditors: LEAH FERNANDEZ**

| Time | Section | Auditee | Auditors | Activities to be audited |
|---|---|---|---|---|
| **10:00 AM** | | **SHIKIR DULUMIAH** | **LEAH FERNANDEZ** | **PALLETS PRODUCTION** |
| | Opening meeting with all management | | | |
| | Lunch | | | |
| | Closing the Meeting | | | |

SIGNATURE OF AUDITOR

# AUDIT SUMMARY REPORT

1. **SCOPE: PACKAGING MATERIALS INSPECTION**

2. **KEY PERSONNEL INTERVIEWED**

| S NO. | NAME | DESIGNATION | DEPARTMENT/SECTION |
|---|---|---|---|
| 1 | SHIKIR DULUMIAH | FOREMAN | WAREHOUSE/FACTORY |

3. **GOOD PRACTICES OBSERVED**

4. **AUDIT FINDINGS**

| S NO. | FINDINGS | CLAUSE # | Maj/Min/Obs |
|---|---|---|---|
| 1 | Incoming timber was found with visible damage exceeding the company's approved acceptance criteria, but no rejection tag or hold identification was applied. | | |
| 2 | | | |

**AUDITOR SIGNATURE:** ---------- **DATE:** 10/09/26

# AUDIT CHECK LIST

| Clause No | Description | Conformance | Non Conformance | Remarks |
|---|---|---|---|---|
| 1 | Is each delivery checked against the purchase order and delivery note? | / | | |
| 2 | Is the timber inspected for cracks, excessive knots, decay, insect damage, and other defects against approved criteria? | / | | |
| 3 | Are timber dimensions, thickness, width, and length verified against specifications? | / | | |
| 4 | Is plywood checked for thickness, dimensions, delamination, damage, and surface defects? | / | | |
| 4.1 | Are nails and other fixing materials checked for correct type, size, and quantity? | / | | |
| 4.2 | Is incoming material checked for moisture or wetness where required by the specification? | / | | |
| 4.3 | Are inspection results recorded and retained? | / | | |
| 4.4 | Are accepted and rejected materials clearly identified? | / | | |
| 5 | Are rejected materials segregated or otherwise controlled to prevent unintended use? | / | | |