SHARIF-QSF-IQA-F01

REV # 00

AUDIT PLAN

Audit No: **2026-01**	**Audit Date:** **March 20, 2026**
Standard: **INTERNAL QUALITY AUDIT**	**Scope:** **RAW MATERIALS RECEIVED FR. SUPPLIERS**

Auditors: LEAH FERNANDEZ

Time	Section	Auditee	Auditors	Activities to be audited
10:00 AM		**ADELBERT CABISADA**	**LEAH FERNANDEZ**	**WOODS,NAILS**
	Opening meeting with all management			
	Lunch			
	Closing the Meeting			

SIGNATURE OF AUDITOR

AUDIT SUMMARY REPORT

1. **SCOPE: RAW MATERIALS RECEIVED FROM SUPPLIER-PROCESSES**

2. **KEY PERSONNEL INTERVIEWED**

S NO.	NAME	DESIGNATION	DEPARTMENT/SECTION
1	ADELBERT CABISADA	OFFICE ASSISTANT	WAREHOUSE/FACTORY

3. **GOOD PRACTICES OBSERVED**

4. **AUDIT FINDINGS**

S NO.	FINDINGS	CLAUSE #	Maj/Min/Obs
1	Raw materials were properly stored and protected from moisture damage		
2	Quality inspections reports are available before accepting the materials		

AUDITOR SIGNATURE: ---------- **DATE:** 25/07/24.

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 nails and other fixing materials checked for correct type, size, and quantity?	/		
4	Are accepted and rejected materials clearly identified?	/		