



## Nobel Certification

*Audit Plan ( 2nd Stage / Re-cert / surveillances )*

F-O-20/2

Rev 06

### PART 3. Detail Plan

*Important Points*

1. a remotely site visit shall be done by assisting audited organization relevant principal via WhatsApp or Skype video call , so that auditor becomes able to observe All operational activities
2. Please check the availability of suitable internet connection , the needed Smartphones including installed WhatsApp & Skype (or any other video call) softwares , before audit .
3. opening & closing meetings will be conducted via WhatsApp & Skype (or any other video call) softwares and presence of top manager and other relevant principals of organization is necessary during both meetings.

Date	Time		Audited Processes /Subjects	Relevant Standard Clause/s	Auditee	Auditor	Note	
	Start	Finish						
xxx	8:00	8:20	<b>Introductory (Opening) meeting;</b> <i>Presentation of Audit objectives and the audit sequence.</i> <i>Coordination of the audit plan</i>	-	<b>All managers and principals</b>	XX	<ul style="list-style-type: none"> <li>●Video Conference by presence of top manager and other relevant principals will be done , the lead auditor will Speak only , unless a probable question or further coordination for audit conducting is needed by organization.</li> <li>●Size of Screen or monitor for showing the auditor on-line video , shall be appropriate , also speaker shall be available , so that all participants become able to see auditor's video and hear his voice</li> </ul>	
xxx	8:20	11:00	<i>Understanding the organization and its context, Understanding the needs and expectations of interested parties, Determining the scope of the quality management system, Quality management system and its processes, Leadership and commitment, Policy, Organizational roles, responsibilities and authorities , Actions to address risks and opportunities, Quality objectives and planning to achive them, Planning of changes, People, Organizational knowledge, Competence, Awareness, Communication , Internal audit, Management review</i>	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 , 6.1 , 6.2, 6.3, 7.1.2, 7.1.6, 7.2, 7.3, 7.4 , 9.2 , 9.3	XXX	XX	<ul style="list-style-type: none"> <li>●Mutual conversation between auditor &amp; audited people shall be done</li> <li>● Video Call by Skype on Laptop or PC shall be done</li> <li>● in is not necessary for auditor to take any sample file relevant to evidences for audited areas , only ensuring for existance of the observed sampled evidence via Skype conversation is sufficient ,</li> <li>●unless for special cases , when the auditor detect that he could not rely on obserevd sampled evidence which is presented by audited people on Skype , he shall take the original evidence (e.g. personnel competencies list) to detect the level of conformity of the audited process</li> </ul>	
	11:00	12:30	<i>Customer satisfaction , Control of externally provided processes and products</i>	9.1.2 , 8.4	XXX	XX		
xxx	12:30	13:30	<b>Break</b>					



## Nobel Certification

*Audit Plan ( 2nd Stage / Re-cert / surveillances )*

F-O-20/2

Rev 06

**PART 3. Detail Plan**

*Important Points*

1. a remotely site visit shall be done by assisting audited organization relevant principal via WhatsApp or Skype video call , so that auditor becomes able to observe All operational activities
2. Please check the availability of suitable internet connection , the needed Smartphones including installed WhatsApp & Skype (or any other video call) softwares , before audit .
3. opening & closing meetings will be conducted via WhatsApp & Skype (or any other video call) softwares and presence of top manager and other relevant principals of organization is necessary during both meetings.

Date	Time		Audited Processes /Subjects	Relevant Standard Clause/s	Auditee	Auditor	Note
	Start	Finish					
xxx	13:30	14:15	Requirements for products , Design and development of products	8.2 , 8.3	XXX	XX	<ul style="list-style-type: none"> <li>● Mutual conversation between auditor &amp; audited people shall be done</li> <li>● Video Call by Skype on Laptop or PC shall be done</li> <li>● the audited people shall show auditor a short on-line video by Smartphone via Skype or WhatsApp of operational site (e.g. production , warehouse , quality control , ..... ) synchronously . this task is considered as a short site visit .</li> </ul>
xxx	14:15	16:00	Infrastructure, Environment for the operation of processes, Monitoring and measuring resources, operational planning and control, control of production, Identification and traceability, Preservation, Post delivery activities, control of changes, Release of products, control of nonconforming outputs	7.1.3, 7.1.4, 7.1.5, 8.1, 8.5.1, 8.5.2, 8.5.4, 8.5.5, 8.5.6, 8.6, 8.7	XXX	XX	<ul style="list-style-type: none"> <li>● in is necessary for auditor to take at least one original evidence (e.g. calibration planing table) in the form of documented information relevant to clauses 7.1.5 , 8.2 , 8.3 , 8.6 , 8.7</li> <li>● for the audited clauses which having documented information is not necessary for them according to ISO 9001 requirements , lead auditor shall request the audited people to take photo of relevant evidence (for example a lable , a machine , a measurement tool and so on)</li> <li>● the audited people shall send the evidences requested by auditor to him :</li> <li>- during audit of these parts by Skype (synchronously) or</li> <li>- before to Review of Findings and report preparation (asynchronously) by email or WhatsApp</li> <li>● lead auditor shall submit all taken evidences to Nobel Certification with audit report .</li> </ul>



## Nobel Certification

*Audit Plan ( 2nd Stage / Re-cert / surveillances )*

F-O-20/2

Rev 06

**PART 3. Detail Plan**

*Important Points*

1. a remotely site visit shall be done by assisting audited organization relevant principal via WhatsApp or Skype video call , so that auditor becomes able to observe All operational activities
2. Please check the availability of suitable internet connection , the needed Smartphones including installed WhatsApp & Skype (or any other video call) softwares , before audit .
3. opening & closing meetings will be conducted via WhatsApp & Skype (or any other video call) softwares and presence of top manager and other relevant principals of organization is necessary during both meetings.

Date	Time		Audited Processes /Subjects	Relevant Standard Clause/s	Auditee	Auditor	Note
	Start	Finish					
xxx	16:00	16:45	Documented information, Analysis and evaluation, Nonconformity and corrective action, Continual improvement	7.5, 9.1.3, 10.2, 10.3	xxx	XX	<ul style="list-style-type: none"> <li>● Mutual conversation between auditor &amp; audited people shall be done</li> <li>● Video Call by Skype on Laptop or PC shall be done</li> <li>● in is not necessary for auditor to take any file relevant to evidences for audited areas , only ensuring for existance of the evidence via Skype conversation is sufficient , unless for special cases , the auditor detect that he/she could no rely on presented evidences on Skype and shall take the original evidence (e.g. personnel competencies list) to detect the level of conformity of teh audited process</li> </ul>
xxx	16:45	17:30	Review of Findings and report preparation	-	xxx	XX	<ul style="list-style-type: none"> <li>● all evidences which have been requested by auditor from audited people on previous parts , shall be received to auditor and be completed .</li> <li>● lead auditor will perform this part off line , but the management representative of organization shall be on-call for any probable clarification askd by lead auditor</li> </ul>



NOBEL  
CERTIFICATION

## Nobel Certification

*Audit Plan ( 2nd Stage / Re-cert / surveillances )*

F-O-20/2

Rev 06

### PART 3. Detail Plan

#### Important Points

1. a remotely site visit shall be done by assisting audited organization relevant principal via WhatsApp or Skype video call , so that auditor becomes able to observe All operational activities
2. Please check the availability of suitable internet connection , the needed Smartphones including installed WhatsApp & Skype (or any other video call) softwares , before audit .
3. opening & closing meetings will be conducted via WhatsApp & Skype (or any other video call) softwares and presence of top manager and other relevant principals of organization is necessary during both meetings.

Date	Time		Audited Processes /Subjects	Relevant Standard Clause/s	Auditee	Auditor	Note
	Start	Finish					
xxx	17:30	18:00	<b>Final Meeting</b>	-	<b>All managers and principals</b>	XX	<ul style="list-style-type: none"> <li>● Video Conference by presence of top manager and other relevant principals will be done , the lead auditor will Speaks only , unless a probable quaston or further coordination for audit conducting is needed by organization.</li> <li>● Size of Screen for showing the auditor image shall be appropriate , also speaker shall be available , so that all participants become able to see auditor's image and listen to him</li> <li>● image of participants list for opening &amp; closing meetings , shall be submitted to lead auditor by representative of organization prior the meeting is closed.</li> </ul>