



# AUDIT PLAN

F29  
Rev. 01  
20VV/06/01

AUDITED SECTOR	FARM
RESPONSIBLE FOR THE AUDITED SECTOR	FARM MANAGER – MARK SANTINO
LEAD AUDITOR	MARY RODRIGUEZ
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/10/19-22

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
19/10 10:00 – 13:00	FARM	MARY	-----	Audit planning - Documentation study
20/10 10:00 – 11:00	FARM	MARY	MARK	Opening meeting
20/10 11:00 – 13:00	FARM	MARY	MARK	Processes / responsibilities
20/10 15:00 – 17:00	FARM	MARY	Farmer	Check processes and files
21/10 14:00 - 16:00	FARM	MARY	Farmer	Check team competence
22/10 10:00 – 13:00	FARM	MARY	Farmer	Check control and improvement
22/10 15:00 – 16:00	FARM	MARY	----	Conclusion and preparation of the report
22/10 17:00 – 18:00	FARM	MARY	MARK	Closing meeting



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AUDITED SECTOR	HOTEL
RESPONSIBLE FOR THE AUDITED SECTOR	ADMINISTRATIVE MANAGER – MARY RODRIGUEZ
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/08/10 TO 14

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
10/08 10:00 – 13:00	HOTEL	JOHN	-----	Audit planning - Documentation study
11/08 10:00 – 11:00	HOTEL	JOHN	MARY	Opening meeting
11/08 11:00 – 13:00	HOTEL	JOHN	MARY	Processes / responsibilities
12/08 10:00 – 13:00	HOTEL	JOHN	Reception staff	Check processes and files
12/08 14:00 – 16:00	HOTEL	JOHN	Reception staff	Check team competence
13/08 10:00 – 12:00	HOTEL	JOHN	Reception staff	Check control and improvement
13/08 14:00 – 15:00	HOTEL	JOHN	---	Conclusion and preparation of the report
14/08 11:00 – 12:00	HOTEL	JOHN	MARY	Closing meeting

# AUDIT PLAN

AUDITED SECTOR	HR – SALES - PURCHASE
RESPONSIBLE FOR THE AUDITED SECTOR	ADMINISTRATIVE MANAGER – MARY RODRIGUEZ
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/02/14 TO 18

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
14/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	----	Audit planning - Documentation study
15/02 10:00 – 11:00	HR – SALES - PURCHASE	JOHN	MARY	Opening meeting
15/02 11:00 – 13:00	HR – SALES - PURCHASE	JOHN	MARY	Purchasing, Sales and HR Process - Responsibilities
16/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Buyer, Seller, HR Analyst	Check the acquisition, sales and HR process. File control
16/02 15:00 – 17:00	HR – SALES - PURCHASE	JOHN	Buyer, Seller, HR Analyst	Training and monitoring of providers, vendors and HR
17/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Stock Controller, Buyer, Seller	Inventory and Inventory Control
18/02 10:00 – 13:00	HR – SALES - PURCHASE	JOHN	Stock Controller,, Buyer, Seller	Product reception - Inspection and control
18/02 15:00 – 16:00	HR – SALES - PURCHASE	JOHN	----	Conclusion and preparation of the report
18/02 16:00 – 17:00	HR – SALES - PURCHASE	JOHN	MARY	Closing meeting

# AUDIT PLAN

AUDITED SECTOR	IT
RESPONSIBLE FOR THE AUDITED SECTOR	IT MANAGER – PEDRO RODRIGUEZ
LEAD AUDITOR	MARY RODRIGUEZ
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/06/18-19

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
18/06 10:00 – 13:00	IT	MARY	-----	Audit planning - Documentation study
18/06 15:00 – 18:00	IT	MARY	PETER	Opening meeting
19/06 09:00 – 11:00	IT	MARY	PETER	Processes / responsibilities
19/06 11:00 – 13:00	IT	MARY	IT staff	Check processes and files
19/06 14:00 - 16:00	IT	MARY	IT staff	Check team competence
19/06 16:00 – 17:00	IT	MARY	PETER	Check control and improvement
19/06 17:00 – 17:30	IT	MARY	-----	Conclusion and preparation of the report
19/06 17:00 – 13:00	IT	MARY	PETER	Closing meeting



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AUDITED SECTOR	MAINTENANCE
RESPONSIBLE FOR THE AUDITED SECTOR	ADMINISTRATIVE MANAGER – MARY RODRIGUEZ
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/04/05-06

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
05/04 08:00 – 10:00	MAINTENANCE	JOHN	-----	Audit planning - Documentation study
05/04 10:00 – 11:00	MAINTENANCE	JOHN	MARY	Opening meeting
05/04 11:00 – 13:00	MAINTENANCE	JOHN	MARY	Processes / responsibilities
05/04 15:00 – 17:00	MAINTENANCE	JOHN	Head of Maintenance	Check processes and files
06/04 10:00 – 12:00	MAINTENANCE	JOHN	Head of Maintenance	Check team competence
06/04 14:00 – 15:00	MAINTENANCE	JOHN	Head of Maintenance	Check control and improvement
06/04 15:00 – 17:00	MAINTENANCE	JOHN		Conclusion and preparation of the report
06/04 17:00 – 18:00	MAINTENANCE	JOHN	MARY	Closing meeting

# AUDIT PLAN

AUDITED SECTOR	MANAGEMENT
RESPONSIBLE FOR THE AUDITED SECTOR	DIRECTOR – PETER SILVA
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/03/04-05

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
04/03 10:00 – 13:00	MANAGEMENT	JOHN	-----	Audit planning - Documentation study
04/03 15:00 – 16:00	MANAGEMENT	JOHN	PETER	Opening meeting
04/03 16:00 – 17:00	MANAGEMENT	JOHN	PETER	Processes / responsibilities
05/03 10:00 – 11:00	MANAGEMENT	JOHN	PETER	Check processes and files
05/03 11:00 – 13:00	MANAGEMENT	JOHN	PETER	Check team competence
05/03 15:00 – 16:00	MANAGEMENT	JOHN	PETER	Check control and improvement
05/03 16:00 – 17:00	MANAGEMENT	JOHN	----	Conclusion and preparation of the report
05/03 17:00 – 17:30	MANAGEMENT	JOHN	PETER	Closing meeting

# AUDIT PLAN

AUDITED SECTOR	RESTAURANT
RESPONSIBLE FOR THE AUDITED SECTOR	HOTEL MANAGER – FRANK SMITH
LEAD AUDITOR	JOHN SOUZA
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/05/22 TO 26

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
22/05 10:00 – 13:00	RESTAURANT	JOHN	-----	Audit planning - Documentation study
23/05 10:00 – 11:00	RESTAURANT	JOHN	FRANK	Opening meeting
23/05 11:00 – 13:00	RESTAURANT	JOHN	FRANK	Processes / responsibilities
24/05 10:00 – 13:00	RESTAURANT	JOHN	Cooks, Chef, Maitre, Waiters, Helpers	Check processes and files
24/05 14:00 - 16:00	RESTAURANT	JOHN	Cooks, Chef, Maitre, Waiters, Helpers	Check team competence
25/05 10:00 – 13:00	RESTAURANT	JOHN	Chef, Maitre	Check control and improvement
26/05 10:00 – 12:00	RESTAURANT	JOHN		Conclusion and preparation of the report
26/05 12:00 – 13:00	RESTAURANT	JOHN	FRANK	Closing meeting



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AUDITED SECTOR	SAFETY
RESPONSIBLE FOR THE AUDITED SECTOR	HEAD OF SAFETY – PAUL SIMONE
LEAD AUDITOR	MARY RODRIGUEZ
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/07/04-05

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
05/07 10:00 – 13:00	SAFETY	MARY	-----	Audit planning - Documentation study
05/07 15:00 – 16:00	SAFETY	MARY	PAUL	Opening meeting
05/07 16:00 – 18:00	SAFETY	MARY	PAUL	Processes / responsibilities
06/07 08:00 – 10:00	SAFETY	MARY	Guards	Check processes and files
06/07 10:00 – 12:00	SAFETY	MARY	Guards	Check team competence
06/07 14:00 – 15:00	SAFETY	MARY	PAUL	Check control and improvement
06/07 15:00 – 16:00	SAFETY	MARY	----	Conclusion and preparation of the report
06/07 16:00 – 17:00	SAFETY	MARY	PAUL	Closing meeting





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AUDITED SECTOR	SPA
RESPONSIBLE FOR THE AUDITED SECTOR	SPA MANAGER – SANDRA MARTINEZ
LEAD AUDITOR	MARY RODRIGUEZ
AUDITOR(S)	NONE
DATE OF THE AUDIT	20XX/09/14-18

DATE AND TIME	LOCAL E PROCESSION AND PROCESS TO BE AUDITED	AUDITOR	AUDITEE	ITEMS TO BE AUDITED
14/09 10:00 – 13:00	SPA	MARY	-----	Audit planning - Documentation study
14/09 15:00 – 17:00	SPA	MARY	SANDRA	Opening meeting
15/09 11:00 – 13:00	SPA	MARY	SANDRA	Processes / responsibilities
16/09 10:00 – 13:00	SPA	MARY	SPA staff	Check processes and files
16/09 14:00 – 16:00	SPA	MARY	SPA staff	Check team competence
17/09 10:00 – 12:00	SPA	MARY	SPA staff	Check control and improvement
17/09 14:00 – 15:00	SPA	MARY	-----	Conclusion and preparation of the report
18/09 15:00 – 16:00	SPA	MARY	SANDRA	Closing meeting