

Company's logo	INTERNAL QUALITY AUDIT PLAN											Format No:-	
												Rev.No:-	
												Eff Date :-	

Sr.NO	Department/Function	Audit Freq.	YEAR:-2021												
			Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
1	Top Management	Quarterly	●			○				○			○		
2	QMS	Quarterly	●			○				○			○		
3	Quality	Quarterly	●			○				○			○		
4	Production	Quarterly	●			○				○			○		
5	PPC	Quarterly	●			○				○			○		
6	Engg. & Development	Quarterly	●			○				○			○		
7	Maintenance	Quarterly	●			○				○			○		
8	Marketing	Quarterly	●			○				○			○		
9	Purchase	Quarterly	●			○				○			○		
10	Store / Despatch	Quarterly	●			○				○			○		
11	Tool Room Conv.	Quarterly	●			○				○			○		

Legends: Plan ○ Done ●

Prepared by: _____ **Approved by:** _____