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AUDIT PLAN

Issue date	**11/1/2024**	Rev. Date **11/15/2024**	☐ as executed
CMPY: ID	**06110804003**	Company : AG TRANSPORT s.r.o.	
Audit Site (s)	Průmyslová 1141, 686 01 Uherské Hradiště		
Audit Date(s)	15.11.2024		
On-site audit days 1,0		Off-site audit days 0	

Audit Criteria Standard(s). Ref. **EN ISO 9001:2015 –** Exclusion design and development chapter 8.3

Processes and documentation of the management system developed by the company.

Audit type	☐ Stage 1 ☒ Surveillance nr. 1 ☐ Special Audit ☐ Combined ☐ Integrated	☐ Stage 2 / Initial Audit ☐ Transfer ☐ Recertification ☐ Special Audit - Expansion Audit
Certification Scope	Mezinárodní silniční motorová doprava nákladní včetně těžké a nadměrné. Služby práce s jeřáby a vazačské práce. International road haulage includes of heavy and oversized. Crane services and rigging services .	
Site specific scopes (multi-sites)	N/A	
NACE/Product /Service/IAF Code(s):	49.4, 52.2A	
No of Shifts: 1		Shifts # to be audited (Ref to audit programme): NOTE: Please plan for auditing all shifts. If all shifts are **not** being audited write justification in Audit programme and audit report.
Audit Team/ Role	Elena Stibůrková	
Audit Language	Czech	
Prepared by	Elena Stibůrková	

Audit Objectives:

☐ **Stage 1 Audit –** Audit management system documentation; evaluation client's location and site-specific conditions and the preparedness for the stage 2 audit; reviewing the client's status and understanding regarding requirements of the standard; collecting necessary information regarding the scope of the management system; reviewing the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit; planning the stage 2 audit; evaluation if the internal audits and management review are being planned and performed.

☐ **Initial Audits/Stage2 –** Evaluation of the conformance and implementation of the management system with applicable standard(s) as well evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements in order to determine if the facility can be recommended for Certification.

☐ **Recertification Audits –** Evaluation the continued fulfilment of all the requirements of the relevant management system standard or other normative document for renewal of the certification.
Evaluation of the effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification, evaluation of demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance

as well as the effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system(s).

☒ **Surveillance –** Evaluation of the conformance and effectiveness of the management system with applicable standard(s) for the purpose of continuing of the certification as well evaluation of the effectiveness of the management system to ensure the client organization is continually meeting its specified objectives.

☐ **Special Audit –** Evaluation of effectiveness of correction and corrective action implemented in order to close non-conformity issued during previous audit and/or to investigate complaints received and/or in response to changes and/or as follow up on suspended clients.

☐ **Special Audit / Scope Expansion Audit** – Evaluation of the conformance and implementation of the management system with applicable standard(s) against with extension application

15/11/2024				
TIME	AUDITOR	**CLIENT PROCESSES**	**PROCESS OWNER**	**LOCATION/SITE/ SHIFT /REMOTE**
8.00 - 8.30	Elena Stibůrková	Zahajovací jednání, změny v období od minulého auditu / Opening meeting , Changes since the latest audit./ Užívání loga a akreditační značky / Use of the logo and accreditation mark	Antonín Guriča Tomáš Kepič Adam Váš Barbora Juráčková	Uherské Hradiště
8.30 – 10.00	Elena Stibůrková	SMQ– Dokumentované informace 7.5 / Documented information, Interní audity 9.2 /Internal audit/, Monitorování, měření, analýza a vyhodnocení 9.1/ Monitoring, measurement,, analysisis and evaluation /, Analýza a hodnocení 9.1.3,/Analysis and evaluation/ , Zlepšování 10/ Improvement/, Communication 7.4/ komunikace/	Tomáš Kepič Barbora Juráčková Adam Váš	Uherské Hradiště
10.00 - 10.30	Elena Stibůrková	Lidské zdroje 7.1.2 / Human resources/, Znalosti organizace, 7.1.6 / Organizational knowledge, Kompetence 7.2 /, Competence, Povědomí 7.3 / Awareness,	Barbora Juráčková	Uherské Hradiště
10.30 – 11.00	Elena Stibůrková	Údržba 7.1.3 / Infrastructrure, Metrologie 7.1.5 Pracovní prostředí 7.1.4 Work environment, Metrologie 7.1.5 /Metrology/	Barbora Juráčková Martina Šmídková Jan Popelka	Uherské Hradiště
11.00 – 12.00	Elena Stibůrková	Kontext organizace 4.1 / Context of the organization, Zainteresované strany 4.2 Interested parties, Určení rozsahu, SMQ and EMS 4.3 / Determinimg the scope of the quality management and enviromnetal system, Systém management a jeho procesy 4.4 / QMS and its processes. Opatření pro řešení rizik a příležitosti 6.1 / Actions to address risk and oprtunities/, Odpovědnost vedení 5, 6.2, 6.3, 7.1 , 7.1.6, 7.2, 7.3, 7.4 , 9, 10 / Management review/	Tomáš Kepič Barbora Juráčková Adam Váš	Uherské Hradiště
12.00 – 12.30		Lunch break/Přestávka na oběd		
12.30 – 13.00	Elena Stibůrková	Přezkoumání požadavků zákazníka 8.2, /Customer-related process, Zjišťování spokojenosti zákazníka 9.1.2, / Customer satisfaction//, (7.5, 5.1.2, 5.2, 5, 7.2, 8.2, 9.1.3,10)	Barbora Juráčková Radek Popelka , Libor Jelínek	Uherské Hradiště
13.00 – 13.30	Elena Stibůrková	Nakupování 8.4 /Purchasing process Monitorování a měření produktu, , / Monitoring and measurement of product/, Neshodné produkty 10.2 /Nonconforming product/,	Barbora Juráčková Radek Popelka	Uherské Hradiště
13.30 – 16.00	Elena Stibůrková	Procesy týkající se zákazníka –/Operation/, Poskytování služeb 8.5 / Service provision , Monitorování a měření produktů , / Monitoring and measurement of product/, Neshodné produkty 8.7 /Nonconforming product/, Uvolňování služeb 8.6 /, Relase of services, Údržba, 7.1.3 / Infrastructrure, Metrologie 7.1.5 /Metrology/ Pracovní prostředí 7.1.4 Work environment	Barbora Juráčková Radek Popelka Martina Šmídková Jan Popelka Jan šavara Ladislav Baleja Kateřína Oslzlová	Uherské Hradiště
16.00 – 16.15	Elena Stibůrková	Sumarizace výsledků, Summary of other day		Uherské Hradiště
16.15 – 16.30	Elena Stibůrková	Závěrečné jednání dne/ Closing meeting of day	Antonín Guriča Tomáš Kepič Jan Popelka Barbora Juráčková	Uherské Htadiště

To better prepare us for the audit and to better understand how we can tailor our activities to add most value to your organization, please help us by providing the following information, if applicable or available:

- Let us know if we should include any other additional processes or activities in this audit plan, including un-manned sites, and any external sites where work is being performed within the scope of certification, such customer sites, construction sites, or temporary sites.
- Notify the Lead Auditor of any significant organizational / management system changes since the last audit
- Let us know any issue related to the health and safety of the audit teams, including any eventual personal protective equipment required

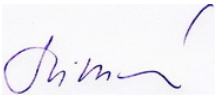
ADDITIONAL INFORMATION:

1. Audit Times and sequence may be adjusted in the light of findings and audit needs
2. Process Owners will be completed and/or confirmed during the opening meeting
3. Audit of all area could include Objectives, Improvement, Data collecting, Infrastructure and Work Environment, as appropriate.
4. The company is requested to provide guides to accompany the auditor during the visit. The guide should be authorized to confirm audit findings on behalf of the company.
5. The company is requested to make available a suitable workspace for the auditor's administration.
6. Use of Mark, verification of effectiveness of corrective actions from last audit, treatment of complaint and risks/changes will be included during the audit

Expected Outcome of the audit:

Intertek and your audit team are inviting you to review IAF's communiqués on the Expected outcomes for accredited certification. These documents with concise statements of outcomes that are expected as a result of accredited certification to ISO 9001 and 14001. Many of these outcomes also apply to certification obtained against other similar normative documents. You can consult these documents at:

https://iaf.nu/en/news/expected-outcomes-of-management-systems-certification/

If you have any question regarding these documents, please do not hesitate to ask your audit team or contact Intertek directly.

1.11.2024