Date of Audit: Monday March xx, 20xx **Rev x**

Companies: Auditee: \_\_\_\_\_\_\_ Auditor:

**Attention: Mr.,**

From: Quality Mgr or Auditor

Regarding: **Audit Agenda for audit – [Auditee]-001 2018-xx-xx**

**Date Time Venue/Activity Key individuals**

Mar xx 9:00 Opening Meeting Management and positions that will be audited this day

 9:15 Previous audit follow-up including:

 NCRs, OFIs, other audit items

 10:00

 12:00 working lunch ?

 12:30

 1:00

 1:30

 2:15

 3:00

 3:30 Audit report writing 60 Auditor

 4:30 Closing Meeting 30 All

If you have personnel that are responsible for an activity or for a QMP, by all means, they should be present to assist in the audit. I leave that determination to you.

Give me a call if you want to discuss.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_- Auditor, cell, email