# **Context**

**Audit Type:** 1st part audit (internal audit) | **Criteria:** ISO 9001:2015

**Audit Objectives:** Verify the conformity of AEVA’s Management System with the criteria of ISO9001:2015   
**Audit Scope:** Human Resources Process| Suppliers Processof AEVA’s Management System

**Duration:**  1 day/auditor| **Auditor Team:** Sónia Ferreira (SF)

**Audit Date**: 01/11/2022

**Audit location**: UNITER – Unidade do Terciário

# **Plan**

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| **Activity** | **Description (Processes, Criteria and Participants1)** | **Date and Time (auditor)** |
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| **Opening Meeting** | Kick-off meeting: Review of the audit plan. | Confirmation of the audit scope  Responsible for HR, Responsible for Suppliers, AEVA management | 01/11/2022  9:30-10:00 (SF) |
| **Interviews, observation of activities and document analysis, by process** | Interview with head of human resources on salaries, recruitment process, requirements of each position, performance evaluation, disciplinary procedures, schedules, training, etc.  Responsible for HR, | 01/11/2022  10:00-12:30 (SF) |
| Lunch break | 01/11/2022  12:30-14:00 (SF) |
| Interview on supplier management and evaluation.  Responsible for Suppliers | 01/11/2022  14:00-16:00 (SF) |
| **Preparation of the report** | Elaboration of audit report | 01/11/2022  16:00-16:30 (SF) |
| **Closing Meeting** | Closing meeting:  Presentation of any findings identified during the audit and the conclusions of the audit  Responsible for HR, Responsible for Suppliers, AEVA management | 01/11/2022  16:30-17:00 (SF) |

*1 The audited organisation may add other staff elements to the various audit moments if desired.*  *The auditor may request further interviews, with them or other employees, if they deem it necessary to achieve the audit objectives.*