**1 = Audit Scheduled**

**2 = Audit undertaken**

**3 = Audit Closed Out (only to be added when all nonconformities from the audit have been closed out)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procedure/Process/ Policy**  | **Ref** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Auditor** |
| Document Control | SOP001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Records | SOP002 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Approval of Suppliers | SOP003 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Traceability | SOP004 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Metal Detection | SOP005 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vulnerability Assessment | SOP006 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pest Control | SOP007 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Intake | SOP008 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cleaning Schedules | SOP009 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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