

QMS Audit Plan

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Introduction

Introduction

The audit plan is a tool used by the auditor to ensure that appropriate attention is devoted to important areas, potential problems are promptly identified, work is completed expeditiously, and work is properly coordinated.

Tab

QMS Audit Plan

Home (70614) QMS Audit Plan: QMS/1000009 x

QMS Audit Plan [1/1]

Data requested

<u>Client</u>	XYZ Foundation	<u>Organization</u>	MainHQ
<u>Document No</u>	QMS/1000009	<u>Account Date</u>	01/06/2021
<u>Document Type</u>	QMS Audit Plan		
<u>QMS Audit Master</u>	Internal Audit Department 2021	<u>Audit Type</u>	InternalAudit
<u>Description</u>			
<u>User/Contact</u>	Selva		
<u>Period</u>	Jun-21	<u>Start Plan</u>	01/06/2021
<u>ISOCause</u>	9001-2005		
<u>Extension Period</u>		<u>Extension Date</u>	
<u>Reason</u>			
<u>Document Status</u>	In Progress	<input type="checkbox"/> Approved	<input type="checkbox"/> Processed
	Document Action	<input type="checkbox"/> Approved Level 1	<input type="checkbox"/> Approved Level 2

Critical Fields :

1. Document No : Individual Identity of the record, It is an unique value
2. QMS Audit Master : This is used to select the QMS Master data from the QMS Audit Master
3. Account Date : Used to mention the Accounting date
4. User/contact : Used to select the user name
5. Period : Used to mention Plan Period
6. Start Plan : Used to mention the plan start date
7. ISO Clause : Used to maintain the ISO Number

8. Extension Period : Used to give the period for extension
9. Extension Date : Used to give the Extension Date
10. Reason : Used to mention the Reason

Critical & onetime setup fields :

- 1.Organization:This Field is used to select the organization
- 2.Target Document Type- This Field is used to select the type of the document that you are going to process

Non-Critical Fields :

1. Description : Used to give any note about the document.

Zoom condition's :

1. QMS Audit Observation
2. QMS Audit Schedule

Tab

QMS Plan Line

The screenshot shows a web application interface for 'QMS Audit Plan: 1000000'. The top navigation bar includes 'Home (52)', 'Summary', and the current tab 'QMS Audit Plan: 1000000'. Below the navigation bar is a toolbar with various icons for document management. The main content area is titled 'QMS Audit Plan > QMS Plan line' and shows a 'Data requiered' section with the following fields:

<u>Client</u>	Konnect Demo	<u>Organization</u>	Manufacturing Discrete
<u>QMS Audit Plan</u>	1000000		
<u>Line</u>	10	<u>QMS Check List</u>	CAPA & Customer Complaints
<u>Description</u>	CAPA & Customer Complaints		
<u>Product</u>		<u>Node</u>	
<u>Department</u>	Quality		
<u>remarks</u>			

Critical Fields

Critical & onetime setup fields :

Non-Critical Fields :

1. Line : Used to mention the sequence number
2. Description : Used to mention the any note about the line item.
3. Remarks : Used to give remarks about the line document.

Zoom condition's :

Document Actions

Validation

Save :

1.System will check the all mandatory fields

Delete :

1.System will delete the Document and its history details

Document action prepare :

1.System will check the period details and master data's checking

Document action complete :

1.Once document action is complete ,all fields are update in read only

Document action void/reverse correct actual :

1.Void- system will reverse all the transaction data's and change the document status to Void

Document action close :

1.system will check whether all the activity for the document is completed and change the Document status to close.

Video