

# QMS Audit Plan

- Introduction
  - Introduction
- Tab
  - QMS Audit Plan
  - QMS Plan Line
- Document Actions
  - Validation
- Video

# 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

Tab

# QMS Audit Plan

The screenshot shows a web browser window with a tab titled "QMS Audit Plan: QMS/1000009". The browser's address bar shows "Home (70614)". The page title is "QMS Audit Plan". The form contains the following fields:

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

At the bottom of the form, there is a "Document Action" button with a gear icon.

## 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

Home (52) Summary QMS Audit Plan: 1000000 x

QMS Audit Plan > QMS Plan line 4/4

Data requested

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

## 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