

# 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

Client: XYZ Foundation Organization: MainHQ

Document No: QMS/1000009 Account Date: 01/06/2021

Document Type: QMS Audit Plan

QMS Audit Master: Internal Audit Department 2021 Audit Type: InternalAudit

Description:

User/Contact: Selva

Period: Jun-21 Start Plan: 01/06/2021

ISO Clause: 9001-2005

Extension Period: Extension Date:

Reason:

Document Status: In Progress ☐ Approved ☐ Processed

☐ Approved Level 1 ☐ Approved Level 2

Document Action

## 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 requested' 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