

Petroleum Development Oman LLC

Audit plan

Name of Company :
Location :

Contact person / Management Representative:
Date(s) audit :

Auditteam
Lead-auditor :
Auditor/Discipline - :

Terms of reference:
GU-398 Guidelines on Contractor Evaluation and Assessment
ISO 9001:2008 Quality Management Systems
PR-1708 Lifting and hoisting - Inspection, Testing and Certification
PR-1709 Lifting and Hoisting - Lift Planning/-Execution
SP-1251 Specification of training requirements for lifting operations personnel

Scope of audit:
To establish compliance to PDO's requirements

During the audit below mentioned planning will be maintained.
If necessary the planning may be amended after mutual agreement.

The contact person ensures that the persons to be interviewed are available at the indicated times.
During the kick off meeting the definitive agenda will be confirmed.

It is kindly requested to make a room available for the auditor to enable evaluation/report preparation etc.

Audit plan for lead auditor/auditor:

Date:

Time	Activity	Staff, projects and processes	Requirements
	Kick off meeting	Head Lifting Equipment Division	
	Interview 1	Head Lifting Equipment Division	Policies, Document control, Int. audits, CAR, Qualifications, Staff training, Handling contracts / planning, etc Job performance, equipment, storage, reporting
	Evaluation findings		
	Close out meeting	Head Lifting Equipment Division	