

Use this form to set up the list of your **internal auditors**. This setup will be loaded into drop-down lookup lists in various data entry forms so that you can choose an auditor for an audit or to close out a finding.

Click this button to open the **Auditors** setup form.

No	Auditor Name	Disable	Delete
1	Matthew Chase	<input type="checkbox"/>	<input type="checkbox"/>
2	Emilio Rodriguez	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>

Background Table:

	Strt Date	End Date	Status
- Regular Semiannual			PLANNED
- Regular Semiannual	7/31/2008	6/30/2009	OPEN

Background Table (bottom):

	Time	Process	Due Date	Status
1				

This form is based on the **standard 'Categories' form**. The use of this type of form is explained in tutorial **Navigation and Common Features - Category Setups**.

This form is used to set up the list of **processes** that will be audited in your company. The processes are normally the same as those defined in the **Process Map in Section 4 of the Quality Manual**, and in the **Internal Audit Checklist**.

Click this button to open the **Processes** setup form.

No	Process ID and Title	Disable	Delete
1	PRP01 - Sales & Order Processing	<input type="checkbox"/>	<input type="checkbox"/>
2	PRP02 - Purchasing	<input type="checkbox"/>	<input type="checkbox"/>
3	PRP03 - Receiving	<input type="checkbox"/>	<input type="checkbox"/>
4	PRP04 - Inventory Management	<input type="checkbox"/>	<input type="checkbox"/>
5	PRP05 - Production	<input type="checkbox"/>	<input type="checkbox"/>
6	PRP06 - Delivery	<input type="checkbox"/>	<input type="checkbox"/>
7	PRP07 - ...	<input type="checkbox"/>	<input type="checkbox"/>

Background Table:

	Strt Date	End Date	Status
- Regular Semiannual			PLANNED
- Regular Semiannual	7/31/2008	6/30/2009	OPEN

Background Table (bottom):

	Time	Process	Due Date	Status
1				

This form is based on the **standard 'Categories' form**. The use of this type of form is explained in tutorial **Navigation and Common Features - Category Setups**.

Use this setup form to create a generic audit plan template for your company. Audit plans don't change much from one audit cycle to another, so it makes sense to start with a template when establishing an audit plan for a particular audit. After generating a standard plan, it can be further customized to account for the specific objectives of each audit.

To open this form click the Audit Plan button in the Setups menu group.

No	Process	Location	Auditor	Delete
1	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	<input type="checkbox"/>
2	PRP02 - Purchasing	Purchasing	Matthew Chase	<input type="checkbox"/>
3	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	<input type="checkbox"/>
4	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	<input type="checkbox"/>
5	PRP05 - Production	Production	Matthew Chase	<input type="checkbox"/>
6	PRP06 - Delivery		Matthew Chase	<input type="checkbox"/>
7	PRP07 - Insp., Test, Metrology		Emilio Rodriguez	<input type="checkbox"/>
8	PRP08 - Prd & Quality Planning		Emilio Rodriguez	<input type="checkbox"/>
9	PRP09 - Product Design	Engineering	Matthew Chase	<input type="checkbox"/>
10	MIP01 - Cntrl of Nonconf. Prdct	QC & Other Areas		<input type="checkbox"/>
11	MIP02 - Int. Audits & Data Anlys	Quality Assurance		<input type="checkbox"/>
12	MIP03 - Correct. & Prvnt. Actn	Quality Assurance		<input type="checkbox"/>
13	MIP04 - Custmr Compl. & Satisfctn	Customer Service	Matthew Chase	<input type="checkbox"/>

Before this form can be used you must first setup your Processes and Auditors (slide 1 and 2).

This form is similar to the standard 'Categories' form. The use of this type of form is explained in tutorial [Navigation and Common Features - Category Setups](#).

End of Slide Show. Thank You for Watching

OK Cancel Apply