

HEXATECH	QUALITY SYSTEM ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Internal Quality Audit (IQA) Annual Plan	Revision No.: 0		Document Ref: QSA-REC-IQAAP

WEBSITE/MANUAL	DOCUMENT	DOC. REF.	MONTH / YEAR - (Planned) / Actual												Frequency For This Year	Venue		
			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC				
Organization Context & Leadership	QMS Requirements (Policies & Objectives), Interested Parties, Risk Management & Management Review	QMS-PRO-01 to 09, OCS-PRO-01 to 02, AD-PRO-02																
Business Development, Tender & Contracts	Business Development, Tender, Quotation & Contracts Procedure, Customer Service & Complaint, and Customer Satisfaction Procedures	CPD-PRO-01, CPD-PRO-04, QSA-PRO-02																
Engineering, Design & Development	Engineering & D&D Procedures	ENG-PRO-01 to 02																
Planning, Support & Operation - Product & Service Provision & Post Delivery Activities	Organization Knowledge, Project Management Procedures, Maintenance Procedures, Method Statements	PD-PRO-01 to 15																
Material Requisition, Purchasing (externally provided services)	Bill of Quantity, Purchasing, Outsourced Vendor Control Procedure	CPD-PRO-02 to 03																
Performance Evaluation & Improvement	Meetings Procedure, Analysis of Data, Continual Improvement	QSA-PRO-04, QSA-PRO-05, AD-PRO-02																
Quality System Administration	Control of Documents & Records, Non-Conformances, IQA, Corrective Action	QSA-PRO-01, QSA-PRO-03, QSA-PRO-06																
Human Resource	Recruitment, Training, Awareness & Competency, Job Descriptions	HRA-PRO-01 to 03 JD-REC-JDM																
Company Correspondence & Administration	Correspondence Handling Procedure, Disclosure Protection, Office Equipment Maintenance	AD-PRO-01, AD-PRO-03, AD-PRO-04																

Remarks:	Prepared & Verified by:	Approved by:	Recorded by:
	Signature:	Signature:	Signature:
	Name:	Name:	Name:
	Appointment: IM	Appointment: MD	Appointment: QSAE
	Date:	Date:	Date: