

## SITE SURVEY REPORT

# Internal Audit Programme

|              |                                   |
|--------------|-----------------------------------|
| Prepared for | Brackley Precision Components Ltd |
| Date         | 19 Oct 2026                       |
| Site         | Brackley Precision Components     |
| Prepared by  | S. Patel                          |

## FORM

## Internal Audit Programme

## 1. Programme

|                                                   |                                                                                                                                                                                            |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project                                           | Brackley Precision Components: internal audit programme 2026 (completed example)                                                                                                           |
| Main site address                                 | Units 3 and 4, Tove Road, Brackley NN13                                                                                                                                                    |
| Organisation                                      | Brackley Precision Components Ltd                                                                                                                                                          |
| Location (GPS)                                    | 52.0275, -1.1489                                                                                                                                                                           |
| Date of this programme update                     | 19 Oct 2026                                                                                                                                                                                |
| Updated by                                        | S. Patel                                                                                                                                                                                   |
| Programme period                                  | 1 January to 31 December 2026                                                                                                                                                              |
| Audit programme manager                           | S. Patel (quality engineer)                                                                                                                                                                |
| Programme version                                 | Version 4                                                                                                                                                                                  |
| Standards and requirements the programme covers   | ISO 9001:2015, Customer or sector requirements                                                                                                                                             |
| Programme objectives                              | Audit every process in the certificate scope at least once in 2026; high-risk processes twice. Verify the corrective actions from the March machining audit before the surveillance visit. |
| Certification body, if certified                  | Example Certification Ltd                                                                                                                                                                  |
| Next external audit                               | 26 Jan 2027                                                                                                                                                                                |
| Your longest gap between audits, high risk (days) | 183                                                                                                                                                                                        |
| Medium risk (days)                                | 365                                                                                                                                                                                        |
| Low risk (days)                                   | 730                                                                                                                                                                                        |

What the programme must weigh. ISO 9001:2015 clause 9.2.2, as quoted by the ISO 9001 Auditing Practices Group, requires an audit programme that takes into consideration the importance of the processes concerned, changes affecting the organisation and the results of previous audits. The Group adds that processes with higher risk or nonconformities should have priority, and that ISO 9001 does not specify the frequency, duration or scope of internal audits: you set them. The gap intervals above are your own rule.

ISO 9001:2015 was withdrawn on 16 September 2026 when ISO 9001:2026 was published. ISO says certified organisations transition within the timeframe set by their certification cycle and should ask their certification body. Check clause numbers in your own copy of the edition you audit against.

This programme supports a management system record. It does not certify conformity with any standard.

## 2. Sites, processes and schedule

### Sites and departments 1: Brackley works (production)

|                              |                             |
|------------------------------|-----------------------------|
| Site, department or function | Brackley works (production) |
| Main contact                 | G. Lowe                     |

### Processes and areas to audit 1: Goods in and incoming inspection

|                                      |                                                                   |
|--------------------------------------|-------------------------------------------------------------------|
| Process or area                      | Goods in and incoming inspection                                  |
| Process owner                        | M. Doherty (stores supervisor)                                    |
| Standard and clause references       | Goods-in procedure QP-07                                          |
| Risk rating                          | High                                                              |
| Why this rating                      | Nonconformities at the last audit, Customer complaints or returns |
| Last audited                         | 15 Apr 2026                                                       |
| Result last time                     | Minor nonconformities                                             |
| Days since last audit                | 187                                                               |
| Against your interval                | Gap over your interval                                            |
| Planned audit date                   | 22 Sep 2026                                                       |
| Lead auditor                         | T. Varga                                                          |
| Auditor independent of this process? | Yes                                                               |
| Auditor trained for this audit?      | Yes                                                               |
| Status                               | Planned                                                           |
| Schedule                             | Overdue                                                           |
| Days overdue                         | 27                                                                |

The planned date has passed and the audit is not complete. Reschedule it, and tell the programme manager.

### Processes and areas to audit 2: Calibration of measuring equipment

|                 |                                    |
|-----------------|------------------------------------|
| Process or area | Calibration of measuring equipment |
| Process owner   | S. Patel (quality engineer)        |

|                                      |                                        |
|--------------------------------------|----------------------------------------|
| Standard and clause references       | Calibration procedure QP-11            |
| Risk rating                          | Medium                                 |
| Why this rating                      | Critical to product or service quality |
| Last audited                         | 12 Nov 2025                            |
| Result last time                     | No nonconformities                     |
| Days since last audit                | 341                                    |
| Against your interval                | Within your interval                   |
| Planned audit date                   | 18 Nov 2026                            |
| Lead auditor                         | J. Okafor                              |
| Auditor independent of this process? | Yes                                    |
| Auditor trained for this audit?      | Yes                                    |
| Status                               | Dates agreed with the auditee          |
| Schedule                             | On schedule                            |

### Processes and areas to audit 3: CNC machining cell

|                                      |                                                                                                              |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Process or area                      | CNC machining cell                                                                                           |
| Process owner                        | G. Lowe (production manager)                                                                                 |
| Standard and clause references       | Work instructions WI-20 to WI-26; first-off inspection                                                       |
| Risk rating                          | High                                                                                                         |
| Why this rating                      | Nonconformities at the last audit, Significant change to the process, Critical to product or service quality |
| Last audited                         | 10 Mar 2026                                                                                                  |
| Result last time                     | Major nonconformity                                                                                          |
| Days since last audit                | 223                                                                                                          |
| Against your interval                | Audited this period                                                                                          |
| Planned audit date                   | 8 Sep 2026                                                                                                   |
| Lead auditor                         | T. Varga                                                                                                     |
| Auditor independent of this process? | Yes                                                                                                          |
| Auditor trained for this audit?      | Yes                                                                                                          |

|                        |                          |
|------------------------|--------------------------|
| Status                 | Completed, report issued |
| Date completed         | 9 Sep 2026               |
| Audit report reference | IAR-EXAMPLE-0914         |
| Nonconformities raised | 2                        |
| Schedule               | Done                     |

Processes and areas to audit 4: Packing and despatch

|                                      |                                                                                                                    |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Process or area                      | Packing and despatch                                                                                               |
| Process owner                        | L. Fenwick (despatch supervisor)                                                                                   |
| Standard and clause references       | Despatch procedure QP-15                                                                                           |
| Risk rating                          | Low                                                                                                                |
| Why this rating                      | Stable, with good results                                                                                          |
| Last audited                         | 20 Jun 2025                                                                                                        |
| Result last time                     | No nonconformities                                                                                                 |
| Days since last audit                | 486                                                                                                                |
| Against your interval                | Within your interval                                                                                               |
| Planned audit date                   | 2 Dec 2026                                                                                                         |
| Lead auditor                         | R. Hale (logistics manager)                                                                                        |
| Auditor independent of this process? | No                                                                                                                 |
| Auditor trained for this audit?      | Yes                                                                                                                |
| How objectivity will be kept         | R. Hale manages despatch. J. Okafor to join as second auditor and review the findings before the report is issued. |

The auditor is involved in this process. ISO 9004:2018, quoted by the ISO 9001 Auditing Practices Group, says audits should be done by people not involved in the activity examined, to give an independent view. Swap auditors if you can.

|           |             |
|-----------|-------------|
| Status    | Planned     |
| Schedule  | On schedule |
| Audits    | 4           |
| Completed | 1           |
| Overdue   | 1           |
| High risk | 2           |

|                         |   |
|-------------------------|---|
| Auditor not independent | 1 |
|-------------------------|---|

|                    |   |
|--------------------|---|
| Gaps over interval | 1 |
|--------------------|---|

### Sites and departments 2: Head office functions

|                              |                       |
|------------------------------|-----------------------|
| Site, department or function | Head office functions |
|------------------------------|-----------------------|

|              |             |
|--------------|-------------|
| Main contact | A. Whitmore |
|--------------|-------------|

### Processes and areas to audit 1: Purchasing and supplier approval

|                 |                                  |
|-----------------|----------------------------------|
| Process or area | Purchasing and supplier approval |
|-----------------|----------------------------------|

|               |                              |
|---------------|------------------------------|
| Process owner | E. Shah (purchasing manager) |
|---------------|------------------------------|

|                                |                                                    |
|--------------------------------|----------------------------------------------------|
| Standard and clause references | Purchasing procedure QP-05; approved supplier list |
|--------------------------------|----------------------------------------------------|

|             |        |
|-------------|--------|
| Risk rating | Medium |
|-------------|--------|

|                 |                                |
|-----------------|--------------------------------|
| Why this rating | Customer complaints or returns |
|-----------------|--------------------------------|

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|--------------|------------|
| Last audited | 1 Oct 2025 |
|--------------|------------|

|                  |                       |
|------------------|-----------------------|
| Result last time | Minor nonconformities |
|------------------|-----------------------|

|                       |     |
|-----------------------|-----|
| Days since last audit | 383 |
|-----------------------|-----|

|                       |                        |
|-----------------------|------------------------|
| Against your interval | Gap over your interval |
|-----------------------|------------------------|

|                    |            |
|--------------------|------------|
| Planned audit date | 7 Oct 2026 |
|--------------------|------------|

|              |           |
|--------------|-----------|
| Lead auditor | J. Okafor |
|--------------|-----------|

|                                      |     |
|--------------------------------------|-----|
| Auditor independent of this process? | Yes |
|--------------------------------------|-----|

|                                 |     |
|---------------------------------|-----|
| Auditor trained for this audit? | Yes |
|---------------------------------|-----|

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|--------|-------------|
| Status | In progress |
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|----------|---------|
| Schedule | Overdue |
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|--------------|----|
| Days overdue | 12 |
|--------------|----|

The planned date has passed and the audit is not complete. Reschedule it, and tell the programme manager.

### Processes and areas to audit 2: Customer feedback and management review

|                 |                                         |
|-----------------|-----------------------------------------|
| Process or area | Customer feedback and management review |
|-----------------|-----------------------------------------|

|               |                                 |
|---------------|---------------------------------|
| Process owner | A. Whitmore (managing director) |
|---------------|---------------------------------|

|                                |                                   |
|--------------------------------|-----------------------------------|
| Standard and clause references | Management review procedure QP-02 |
|--------------------------------|-----------------------------------|

|                                      |                                 |
|--------------------------------------|---------------------------------|
| Risk rating                          | Medium                          |
| Why this rating                      | Legal or regulatory requirement |
| Last audited                         | 11 Jun 2025                     |
| Result last time                     | No nonconformities              |
| Days since last audit                | 495                             |
| Against your interval                | Audited this period             |
| Planned audit date                   | 16 Jun 2026                     |
| Lead auditor                         | T. Varga                        |
| Auditor independent of this process? | Yes                             |
| Auditor trained for this audit?      | Yes                             |
| Status                               | Completed, report issued        |
| Date completed                       | 17 Jun 2026                     |
| Audit report reference               | IAR-EXAMPLE-0606                |
| Nonconformities raised               | 0                               |
| Schedule                             | Done                            |

### Processes and areas to audit 3: Design changes

|                                      |                                 |
|--------------------------------------|---------------------------------|
| Process or area                      | Design changes                  |
| Process owner                        | A. Whitmore (managing director) |
| Standard and clause references       | Design procedure QP-09          |
| Risk rating                          | Low                             |
| Why this rating                      | Stable, with good results       |
| Result last time                     | Not audited before              |
| Against your interval                | Never audited                   |
| Planned audit date                   | 12 Aug 2026                     |
| Lead auditor                         | J. Okafor                       |
| Auditor independent of this process? | Yes                             |
| Auditor trained for this audit?      | Yes                             |
| Status                               | Cancelled                       |

|                                |                                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------|
| <b>New date and reason</b>     | Cancelled: no design work since May; design excluded from scope at the May management review. |
| <b>Schedule</b>                | Cancelled                                                                                     |
| <b>Audits</b>                  | 2                                                                                             |
| <b>Completed</b>               | 1                                                                                             |
| <b>Overdue</b>                 | 1                                                                                             |
| <b>High risk</b>               | 0                                                                                             |
| <b>Auditor not independent</b> | 0                                                                                             |
| <b>Gaps over interval</b>      | 1                                                                                             |

### 3. Coverage and programme review

|                                |    |
|--------------------------------|----|
| <b>Audits planned</b>          | 6  |
| <b>Completed</b>               | 2  |
| <b>Complete (%)</b>            | 33 |
| <b>Overdue</b>                 | 2  |
| <b>High-risk entries</b>       | 2  |
| <b>Gap over your interval</b>  | 2  |
| <b>Auditor not independent</b> | 1  |

Audits are overdue. Reschedule them and record why on each entry.

|                                                                              |                                                                                          |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Every process in the management system scope is in the programme</b>      | Acceptable                                                                               |
| <b>Risk ratings reviewed since the last update</b>                           | Acceptable                                                                               |
| <b>Results of previous audits used to plan this one</b>                      | Acceptable                                                                               |
| <b>High-risk processes scheduled before medium and low</b>                   | Action needed                                                                            |
| <b>What needs doing, or why not checked</b>                                  | Goods in is high risk but slipped behind the low-risk audits; its September date passed. |
| <b>Each audit has scope, criteria and objectives agreed with the auditee</b> | Acceptable                                                                               |
| <b>Dates for the next quarter's audits agreed with the auditees</b>          | Acceptable                                                                               |

|                                                                 |                                                                                          |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Auditors trained, with competence records                       | Acceptable                                                                               |
| Reports of completed audits issued to the process owners        | Acceptable                                                                               |
| Corrective actions from earlier audits followed up and verified | Acceptable                                                                               |
| Programme results reported to top management                    | Not checked                                                                              |
| What needs doing, or why not checked                            | Programme results go to the December management review.                                  |
| Review checks needing action                                    | 1                                                                                        |
| Acceptable                                                      | 8                                                                                        |
| Not checked                                                     | 1                                                                                        |
| Changes made to the programme at this review                    | Design changes audit cancelled (out of scope). Goods in moved to the week of 2 November. |

#### 4. Programme review sign-off

|                      |                                                |
|----------------------|------------------------------------------------|
| Items needing action | 4                                              |
| Result               | Action needed before the programme is approved |

##### Actions 1: Book the goods-in audit for the week of 2 November and tell M. Doherty.

|                |                                                                         |
|----------------|-------------------------------------------------------------------------|
| Action         | Book the goods-in audit for the week of 2 November and tell M. Doherty. |
| Priority       | This month                                                              |
| Who will do it | S. Patel                                                                |
| Due by         | 23 Oct 2026                                                             |
| Status         | Done, checked                                                           |

##### Actions 2: Finish the purchasing audit and issue the report.

|                |                                                   |
|----------------|---------------------------------------------------|
| Action         | Finish the purchasing audit and issue the report. |
| Priority       | This month                                        |
| Who will do it | J. Okafor                                         |
| Due by         | 30 Oct 2026                                       |
| Status         | In progress                                       |

**Actions 3: Find an independent lead auditor for despatch, or confirm J. Okafor as lead.**

|                                   |                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                            | Find an independent lead auditor for despatch, or confirm J. Okafor as lead.                                                                                                                                                                            |
| Priority                          | Before the next audit                                                                                                                                                                                                                                   |
| Who will do it                    | S. Patel                                                                                                                                                                                                                                                |
| Due by                            | 20 Nov 2026                                                                                                                                                                                                                                             |
| Status                            | Open                                                                                                                                                                                                                                                    |
| Actions still open                | 2                                                                                                                                                                                                                                                       |
| Decision                          | Approved with the listed changes                                                                                                                                                                                                                        |
| Next programme review             | 14 Dec 2026                                                                                                                                                                                                                                             |
| Summary for top management        | Six audits in the 2026 programme, two completed. Goods in (high risk) and purchasing are overdue and both are past your interval since the last audit. Despatch needs an independent lead. All three are in hand before the January surveillance visit. |
| Audit programme manager name      | S. Patel                                                                                                                                                                                                                                                |
| Audit programme manager signature |                                                                                                                                                                                                                                                         |

*S. Patel*

|                                    |             |
|------------------------------------|-------------|
| Top management representative name | A. Whitmore |
|------------------------------------|-------------|

|                                         |  |
|-----------------------------------------|--|
| Top management representative signature |  |
|-----------------------------------------|--|

*A. Whitmore*