

## **Exercise 02**

### **Responsibilities of Parties Involved in the Audit**

Delegates are required to list the following activities in the correct order and identify who is responsible for carrying them out.

1. Documentation of NC objective evidence.
2. Selection of Auditors
3. Closing Meeting
4. Audit Report Documentation
5. Development of Checklist
6. Document Review
7. Selection of Guides
8. Implementation of Corrective Actions
9. Decision on Required Corrective Actions
10. Opening Meeting
11. Pre-audit
12. NC Grading
13. Development of Audit Plan
14. Filling in NC Reports
15. Presentation of NCs
16. Identification of safety requirements and administrative support for conducting the audit
17. Meetings between Auditors and Auditees during the Audit
18. Follow-up Visit
19. Review of Audit Contract
20. Approval of Audit Plan and Team of Auditors.