УТВЕРЖДАЮ

Начальник ОМК \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Л.В. Афанасьева

«\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ г.

ПЛАН – ОТЧЕТ ВНУТРЕННЕГО АУДИТА ПРЕДСТАВИТЕЛЯ РУКОВОДСТВА ПО КАЧЕСТВУ,

ЗАМЕСТИТЕЛЯ ДИРЕКТОРА ТЕХНОПАРКА ФГБОУ ВО «КнАГУ»

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| 1 Основание проверки | приказ ректора университета от «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 20 \_\_ г. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 Руководитель аудиторской группы  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 Аудиторская группа  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 Сроки и время проведения аудита | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Критерии оценки:

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| 3 | Выполнено в полной мере |
| 2 | Отдельные элементы не выполняются |
| 1 | Выполнены отдельные элементы |
| 0 | Не выполнено |

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|  | **Система менеджмента качества**Отчет о проведении внутреннего аудита СМК КнАГУ 2018 / 2019 | с. 2 из \_\_\_\_ |

|  | **Название документа**  | **Номер пункта** | **Оценка** | **Несоответствие** | **Корректирующее****действие** | **Срок** **исполнения,****ответственный** | **Примечания** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | РК Т.01-2017 Руководство по качеству | 4.1.4 |  |  |  |  |  |
| 4.2.2 |  |  |  |  |  |
| 5.4.2 |  |  |  |  |  |
| 5.5.1 |  |  |  |  |  |
| 5.5.2 |  |  |  |  |  |
| 5.6.2  |  |  |  |  |  |
| 5.6.3  |  |  |  |  |  |
| 6.3.4 |  |  |  |  |  |
| 7.1.1 |  |  |  |  |  |
| 7.1.3 |  |  |  |  |  |
| 7.2.1 |  |  |  |  |  |
| 7.2.2.1 |  |  |  |  |  |
| 7.2.2.4 |  |  |  |  |  |
| 7.2.2.5 |  |  |  |  |  |
| 8.1.3 |  |  |  |  |  |
| 8.2.1 |  |  |  |  |  |
| 8.2.2.2 |  |  |  |  |  |
| 8.2.2.4 |  |  |  |  |  |
| 8.2.2.5 |  |  |  |  |  |
| 8.2.3.1 |  |  |  |  |  |
| 8.2.3.3 |  |  |  |  |  |
| 8.2.3.4 |  |  |  |  |  |
| 2 | СТО Т.001-2017 | 6.1 |  |  |  |  |  |
| 6.2.3 |  |  |  |  |  |
| 3 | СТО Т.002-2017 | 4.3 |  |  |  |  |  |
| 5.5 |  |  |  |  |  |
| Приложение А |  |  |  |  |  |

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|  | **Система менеджмента качества**Отчет о проведении внутреннего аудита СМК КнАГУ 2018 / 2019 | с. 3 из \_\_\_\_ |

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|  | Название документа  | Номер пункта | Оценка | Несоответствие | Корректирующеедействие | Срок исполнения,ответственный | Примечания |
| 4 | СТО Т.005 - 2017 | 5.5 |  |  |  |  |  |
| 7.3 |  |  |  |  |  |
| 5 | СТО Т.006 - 2017 | 4.1.2 |  |  |  |  |  |
| 4.1.5  |  |  |  |  |  |
| 5.4 |  |  |  |  |  |
| 5.5 |  |  |  |  |  |
| 5.6 |  |  |  |  |  |
| 6.4 |  |  |  |  |  |
| 6.5 |  |  |  |  |  |
| 6.9 |  |  |  |  |  |
| 6.10 |  |  |  |  |  |

**Результаты аудита (в баллах):**

|  | **Обозначение документа**  | **Максимально** **возможное количество баллов** | **Количество набранных баллов** | **Процент выполнения требований документов СМК** |
| --- | --- | --- | --- | --- |
| 1 | РК Т.01-2017  | **66** |  |  |
| 2 | СТО Т.001-2017 | **6** |  |  |
| 3 | СТО Т.002-2017 | **9** |  |  |
| 4 | СТО Т.005-2017 | **6** |  |  |
| 5 | СТО Т.006-2017 | **27** |  |  |

Выводы аудиторской группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Система менеджмента качества**Отчет о проведении внутреннего аудита СМК КнАГУ 2018 / 2019 | с. 4 из \_\_\_\_ |

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Готовность к аудиту (от 0 до 10 баллов) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Заместитель директор Технопарка \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(подпись) (Расшифровка подписи)

Руководитель группы аудита \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(подпись) (Расшифровка подписи)

Члены аудиторской группы: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(подпись) (Расшифровка подписи)

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(подпись) (Расшифровка подписи)