

LMS CERTIFICATIONS PVT. LTD.		Procedure Manual	
Section Name	Documents to Audit Team		
Section No : WI 05	Issue No. 01	Issue Date 01-11-2015	
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Sr. No.	Type of Audit	Formats	Report copies of previous audits
(1)	Stage-1	Stage-1 audit plan (LMS-FM-017) Stage-1 audit report (LMS-FM-008) Non conformance report (LMS-FM-058A)	Nil
(2)	Stage-2 audit	Audit plan (LMS-FM-018) On Site Audit Report (LMS-FM-009) Non conformance report (LMS-FM-058A) Customer feedback form (LMS-FM-055)	E S1 (Stage 1) Audit Report
(3)	Surveillance audit	■Audit Plan (LMS-FM-084), ■Attendance Sheet (LMS-FM-059), ■Non Conflict of Interest (LMS-FM-019/20), ■Surveillance Report (LMS-FM-059), ■Non conformance report (LMS-FM-058A) Auditor declaration(LMS-FM-067) -after audit, ■Report of Technical expert (LMS-FM-070),	Stage 2 Report + Non Conformance Report copies (if applicable) Instructions from CAB
(4)	Special Audit	■Audit Plan (E S2), ■Attendance Sheet (LMS-FM-044), ■Non Conflict of Interest (LMS-FM-019/20)(before audit) ■Special audit Report (LMS-FM-044), ■Non conformance report (LMS-FM-058A) ■Auditor declaration(LMS-FM-067) -after audit, ■ Report of Technical expert (LMS-FM-070),	Prev Audit Report
5	Re-Certification Audit	■Audit Plan (LMS-FM-093), ■Attendance Sheet (LMS-FM-094), ■Non Conflict of Interest (LMS-FM-019/20), ■Surveillance Report (LMS-FM-094), ■Non conformance report (LMS-FM-058A) Auditor declaration(LMS-FM-067) -after audit, ■Report of Technical expert (LMS-FM-070),	Reports mentioned in stage-2, first and second surveillance audits

Note:

- (a) For team leader /sole auditor all the documents identified above are sent for respective audits.
- (b) All the audit reports shall pertain to the management system standard against which the client is being assessed.