УТВЕРЖДАЮ

Начальник отдела менеджмента качества \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Л.В. Афанасьева

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

ПЛАН – ОТЧЕТ ВНУТРЕННЕГО АУДИТА 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 |
|  | **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** |
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| 1 | РК Т.01-2017  Руководство по качеству | 4.1.3 |  |  |  |  |  |
| 4.1.4 |  |  |  |  |  |
| 4.3.1 |  |  |  |  |  |
| 5.4.2 |  |  |  |  |  |
| 5.5.1 |  |  |  |  |  |
| 5.5.2 |  |  |  |  |  |
| 6.2.1 |  |  |  |  |  |
| 6.2.2.3 |  |  |  |  |  |
| 6.2.2.5 |  |  |  |  |  |
| 6.3.3 |  |  |  |  |  |
| 6.4.1 |  |  |  |  |  |
| 7.1.1 |  |  |  |  |  |
| 7.1.3 |  |  |  |  |  |
| 7.2.1 |  |  |  |  |  |
| 7.2.2.1 |  |  |  |  |  |
| 7.2.2.2 |  |  |  |  |  |
| 7.2.2.4 |  |  |  |  |  |
| 7.2.2.5 |  |  |  |  |  |
| 7.2.3.1 |  |  |  |  |  |
| 7.2.3.2 |  |  |  |  |  |
| 7.4.1.4 |  |  |  |  |  |
| 7.4.1.5 |  |  |  |  |  |
| 7.4.1.7 |  |  |  |  |  |
| 7.5.1.7 |  |  |  |  |  |
| 7.5.1.11 |  |  |  |  |  |
| 8.1.1 |  |  |  |  |  |
| 8.1.3 |  |  |  |  |  |

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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 | Корректирующее  действие | Срок  исполнения,  ответственный | | Примечания |
|  | |  | | 8.2.1 |  |  |  |  | |  |
| 8.2.2.5 |  |  |  |  | |  |
| 8.2.3.4 |  |  |  |  | |  |
| 2 | | РП 05 | | 5 |  |  |  |  | |  |
| 7.1 |  |  |  |  | |  |
| 3 | | СТО Т.002-2017 | | 5.3 |  |  |  |  | |  |
| 5.4 |  |  |  |  | |  |
| 5.5 |  |  |  |  | |  |
| 4 | | СТО Т.003-2017 | | 6.1.1.2 |  |  |  |  | |  |
| 6.1.2.2 |  |  |  |  | |  |
| 6.1.2.7 |  |  |  |  | |  |
| 6.4.6 |  |  |  |  | |  |
| 6.5.1 |  |  |  |  | |  |
| 6.5.2 |  |  |  |  | |  |
| 7.1 |  |  |  |  | |  |
| 7.2 |  |  |  |  | |  |
| 5 | | СТО Т.004-2017 | | 5.3 |  |  |  |  | |  |
| 6.2 |  |  |  |  | |  |
| 6.4 |  |  |  |  | |  |
| 7.2 |  |  |  |  | |  |
| 7.3 |  |  |  |  | |  |
| 8 |  |  |  |  | |  |
| 6 | | СТО Т.005 - 2017 | | 5.6 |  |  |  |  | |  |
| 6.5 |  |  |  |  | |  |
| 7.3 |  |  |  |  | |  |
| 7 | | СТО Т.006 - 2017 | | 4.1.5 |  |  |  |  | |  |
| 5.4 |  |  |  |  | |  |
| 5.5 |  |  |  |  | |  |
| 6.5 |  |  |  |  | |  |
|  | | **Система менеджмента качества**  Отчет о проведении внутреннего аудита СМК КнАГУ 2018 / 2019 | | | | | | с. 4 из \_\_\_\_ | | |

**Результаты аудита (в баллах):**

|  | **Обозначение документа** | **Максимально**  **возможное количество баллов** | **Количество набранных баллов** | **Процент выполнения требований документов СМК** |
| --- | --- | --- | --- | --- |
| 1 | РК Т.01-2017 | **90** |  |  |
| 2 | РП 05 | **6** |  |  |
| 3 | СТО Т.002-2017 | **9** |  |  |
| 4 | СТО Т.003-2017 | **24** |  |  |
| 5 | СТО Т.004-2017 | **18** |  |  |
| 6 | СТО Т.005-2017 | **9** |  |  |
| 7 | СТО Т.006-2017 | **12** |  |  |

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

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|  | **Система менеджмента качества**  Отчет о проведении внутреннего аудита СМК КнАГУ 2018 / 2019 | с. 5 из \_\_\_\_ |

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

Директор Технопарка ФГБОУ ВО «КнАГУ» \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(подпись) (Расшифровка подписи)

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

(подпись) (Расшифровка подписи)

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

(подпись) (Расшифровка подписи)

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(подпись) (Расшифровка подписи)