

# Site-Specific Audit Schedule

## Site Information

Site Name:	Acme Manufacturing Plant
Site Address:	1234 Industrial Ave, Springfield
Site Manager:	Jane Doe
Contact Number:	(555) 123-4567

## Audit Schedule

Date	Audit Area	Lead Auditor	Team Members	Remarks
2024-07-15	Safety Procedures	Mark Smith	A. Lee, B. Patel	Personal Protective Equipment
2024-07-17	Environmental Compliance	Lisa Chen	C. Garcia	Waste Management Focus
2024-07-20	Quality Control	Ian Brown	D. Lopez, E. Wang	Product Inspection
2024-07-22	Equipment Maintenance	Emma Davis	F. Wilson	Routine & Preventive

## Important Notes

- All scheduled audits must be reviewed and confirmed one week in advance.
- Auditors are responsible for preparing relevant documentation before each audit.
- Any required changes to the schedule should be communicated to the site manager immediately.
- Ensure that findings and corrective actions are documented after each audit session.
- This schedule should be kept up-to-date and accessible to all stakeholders.