



MSC AUDIT PLAN

Audit Date: 27th NOVEMBER, 2018

Identification: SON/1023/QMS/589

Audited Organisation:

Organisation Name:	FEDERAL ROAD SAFETY CORPS		
Address:	FEDERAL ROAD SAFETY CORPS BAUCHI SECTOR COMMAND JOS ROAD, GIDAN MAI P.O. BOX 1848 BAUCHI BAUCHI STATE.		
Contact Number(s):	08077690120	Email: TL.BAMIGBAYAN@frsc.gov.ng	
Chief Executive:	BOBOYE.O.OYEYEMI		

Auditors:

Name:	Employer:	Status	Abbr.	Team
G.MUSA	STANDARDS ORGANISATION OF NIGERIA	TEAM LEADER	GEORGE	1
Z.UMAR	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	ZAINAB	2

Scope:

ROAD SAFETY ADMINISTRATION AND TRAFFIC MANAGEMENT
EAC 36

Audit objective:

1. to confirm that the management system conforms with all the requirements of the audit standard
2. to confirm that the organization has effectively implemented the planned management system
3. performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
4. the client's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements;
5. operational control of the client's processes;
6. internal auditing and management review,

Schedule: STAGE II AUDIT (NIS ISO 9001:2015)

Man Days:2

Activity/Audit Area	APPLICABLE CLAUSE	Team	Time	
			From	To
DAY ONE				
ARRIVAL		ALL	08.30	09.30
OPENING MEETING: SON AUDITORS & FRSC MGT		ALL		
PREPARATION / REVIEW OF CHECKLISTS		ALL		
SECTOR COMMANDER				
SECTOR HEAD OF OPERATIONS				
- OPERATIONS				
- RESCUE				
- DUTY ROOM				
- SPECIAL MARSHAL & PARTNERSHIP (SMP)				
- TRANSPORT SAFETY (TSO)				
ADMINISTRATION AND HUMAN RESOURCES				
- TRAINING STANDARDS & CERTIFICATION (TSC)				
- LOGISTICS (LOG)				
- REGISTRY & PERSONNEL				
- SERVICOM				
POLICY, RESEARCH AND STATISTICS (PRS)				
- POLICY, RESEARCH & STATISTICS				
- DATA INFORMATION/ICT				
- SAFETY ENGINEERING (SE)				
LUNCH				
DRIVERS' LICENCING CENTRE (DLC)				
INTELLIGENCE				
PROVOST				
ACCOUNTS				
AUDIT				
LEGAL				
PUBLIC EDUCATION (PE)/PROTOCOL				
COLLATION OF AUDIT FINDINGS & PREPARATION OF AUDIT SUMMARY - AUDITORS MEETING		ALL		
Closing Meeting	SON AUDITORS & FRSC MGT		16.00	

ALL RELEVANT DOCUMENTS INCLUDING RECORDS ARE TO BE MADE AVAILABLE FOR THIS EXERCISE



MSC AUDIT PLAN

ALL TEAM MEMBERS ARE REQUIRED TO DECLARE ANY POTENTIAL FOR CONFLICT OF INTEREST
ALL INFORMATION PERTAINING TO THIS AUDIT REMAINS CONFIDENTIAL

Elaborated by:

Name: Amina Abba Haliru	Date: 2 nd November 2018	Signature:
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REVIEWED BY:

Name: Abayomi Danmola	Date: 2 nd November 2018	Signature:
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Corporate Head Office: Plot 1687, Lome Street, Wuse Zone 7, PMB 455, Abuja Tel: 234-09-5239187

Lagos Operational Office: Plot 13/14 Victoria Arobieke Street, off Admiralty Way, Lekki Phase 1, Lekki.

(QMS): amina.haliru@son.gov.ng; abayomi.danmola@son.gov.ng

NORGANISATION REPRESENTATIVE'S OBJECTIVE OBSERVATION OF THE ENTIRE PLAN INCLUDING POSSIBLE CONFLICT
OF INTEREST OF ANY AUDIT TEAM MEMBER, DATE(S) AND PROCESSES

Name:	Date:	Signed:
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