MSCAUDIT PLAN

Audit Date:	**28TH – 29THNOVEMBER, 2018**	**Identification:**	**SON/1023/QMS/589**

Audited Organisation:

Organisation Name:	FEDERAL ROAD SAFETY CORPS		
Address:	FRSC NATIONAL HEADQUARTERS, 4 MAPUTO STREET, WUSE ZONE 3, ABUJA		
Contact Number(s):	07030351463	**Email: TL.BAMIGBAYAN@frsc.gov.ng**	
Chief Executive:	BOBOYE.O.OYEYEMI		

Auditors:

Name:	Employer:	Status	Abbr.	Team
A.S.AFOLAYAN	STANDARDS ORGANISATION OF NIGERIA	TEAM LEADER	AGBOOLA	1
M.OTONO	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	MUHAMMAD	2
I.ENO	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	IVEREN	3
F.OKITA	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	FYNE	4
S.OGAR	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	SKOLA	5
C.ORIOHA	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	CHARLES	6
I.OHAMESI	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	IJEOMA	7
O.OKODUWA	STANDARDS ORGANISATION OF NIGERIA	AUDITOR	OSE	8

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		
CORPS MARSHAL				
SPECIAL ASSISTANT TO CORPS MARSHAL				
PRINCIPAL STAFF OFFICER TO CORPS MARSHAL/ MANAGEMENT REPRESENTATIVE				
PLANNING ADVISORY UNIT (PAU)				
PROJECT IMPLEMENTATION OFFICE (PIO)				
INFORMATION TECHNOLOGY CENTRE (ITC)				
SERVICE COMPACT WITH ALL NIGERIANS (SERVICOM)				
MOTOR VEHICLE ADMINISTRATION (MVA)				
LUNCH				
PROTOCOL				
POST SERVICE SCHEME (PSS)				
FRSC HOUSING				
NARSAC				
OPERATIONS (OPS) DEPARTMENT				
ADMINISTRATION AND HUMAN RESOURCE (AHR)				
TRAINING (TRG)				
FINANCE AND ACCOUNTS (F&A) DEPARTMENT				
DAY TWO				
SPECIAL DUTIES & PARTNERSHIP (SD&P) DEPARTMENT				
POLICY, RESEARCH AND STATISTICS (PRS)				

MSCAUDIT PLAN

TECHNICAL SERVICES DEPARTMENT (TSD)				
CORPS LEGAL OFFICE (CLO)				
CORPS PROVOST (CP)				
CORPS BUDGET OFFICE (CBO)				
CORPS MEDICAL & RESCUE SERVICES (CMRS)				
CORPS PUBLIC EDUCATION OFFICE (CPEO)				
LUNCH				
CORPS PROCUREMENT (CPRO)				
CORPS AUDIT (CA)				
CORPS INTELLIGENCE OFFICE (CIO)				
CORPS SECRETARY (CS)				
CORPS TRANSPORT STANDARDIZATION OFFICE (CTSO)				
CORPS SAFETY ENGINEERING (COSEN)				
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
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: 2nd November 2018**	**Signature:**

REVIEWED BY:

Name: AbayomiDanmola	**Date: 2nd November 2018**	**Signature:**

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:**