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| 1. **INFORMACIÓN GENERAL** | | | | | | | | | | | | | |
| **AUDITORIA N°** |  | **DURACIÓN DE LA AUDITORIA** | |  | **LUGAR DE LA AUDITORIA** | |  | | **FECHA AUDITORIA** | **DD** | | **MM** | **AA** |
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| **PROCESO / DEPENDENCIA A AUDITAR** | | | | | | | **AUDITADO / LÍDER PROCESO A AUDITAR** | |  | | | | | |
| **OBJETIVOS DE LA AUDITORIA** | | |  | | | | | | | | | | |
| **ALCANCE DE LA AUDITORIA** | | |  | | | | | | | | | | |
| **CRITERIOS DE LA AUDITORIA** | | |  | | | | | | | | | | |
| **AUDITOR LÍDER** | | |  | | | | | | | | | | |
| **EQUIPO AUDITOR** | | |  | | | | | | | | | | |

| 1. **AGENDA DE LA AUDITORIA** | | | | | | | | | |
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| **REUNION DE APERTURA** | | | | | **REUNION DE CIERRE** | | | | |
| **FECHA** | | | **HORA** | **LUGAR** | **FECHA** | | | **HORA** | **LUGAR** |
| **DD** | **MM** | **AA** |  |  | **DD** | **MM** | **AA** |  |  |
|  |  |  |  |  |  |

| **FECHA DE AUDITORIA** | **ACTIVIDAD / REQUISITO POR AUDITAR** | **TECNICA Y/O PROCEDIMIENTO DE AUDITORIA** | **DOCUMENTOS DE REFERENCIA** | **NOMBRE AUDITADO** | **NOMBRE AUDITOR** |
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| 1. **OBSERVACIONES** |
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| **ELABORADO POR** | |  | **APROBADO POR** | |
| **Firma:** | | **Firma:** | |
| Nombre |  | Nombre |  |
| Cargo |  | Cargo |  |