

Example: The Internal Audit Plan / Schedule

Time		Process	Team 1	Team 2
8:00		Opening meeting		
8:30		Auditors meeting (doc review)		
9:30		5.3 Quality policy		
10:00		7.1 Planning of product realization		
11:00		7.2 Customer related processes		
12:00		Lunch break		
1:00		7.4 Purchasing		
2:00		8.5 Corrective action		
3:00		5.6 Management review		
4:00		Auditors meeting		
4:30		Closing meeting		

Corrective Actions to be verified: None – this is the 1st internal audit

Primary contact: Joe Sample	Time and Place for closing meeting: 4:30 pm in Conference room 3
---------------------------------------	--

Additional information:
Lunch will be catered at noon in conference room 1

Signature of Lead Auditor: _____	Date: _____
--	-----------------------