

## Example: The Internal Audit Plan / Schedule



The Internal Audit Plan / Schedule

F-822-001

<b>Audit Number: One</b>		<b>Opening Meeting Attendees:</b>		
<b>Date: Scheduled for April 14, 2011</b>		<b>O Stock, R Ryan, D Delany, D Thomas, M T Moore, J Sample, A Bolt, R Richards, A Anderson, R Roberts</b>		
<b>Area(s) to be audited:</b> Top Management (5.3 & 5.6) Manufacturing (7.1) Sales & Marketing (7.2) Materials / Purchasing (7.4) QMS Management Rep (8.5)		<b>Closing Meeting Attendees:</b> Same as above		
<b>Scope of audit and objectives:</b> The scope of this audit will include auditing the distribution center for the following clauses of the standard: 5.3, 7.1, 7.2, 7.4 and 8.5 and 5.6			<b>Standard:</b> <input type="checkbox"/> AS9120A <input type="checkbox"/> Other: _____	
<b>Auditors:</b> Lead auditor: Richard Richards. Auditors: Ander Anderson, Robbie Roberts				
Proposed 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 1 <sup>st</sup> internal audit				
<b>Primary contact:</b> Joe Sample		<b>Time and Place for closing meeting:</b> 4:00 pm in Conference room 3		
<b>Additional information:</b> Lunch will be catered at noon in conference room 1				
<b>Signature of Lead Auditor:</b> <i>Richard Richards</i>			<b>Date:</b> April 4, 2011	