

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

Segoe UI 11 Font Wrap Text Merge & Center Alignment Number

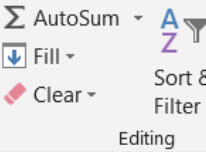
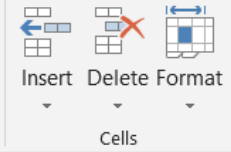
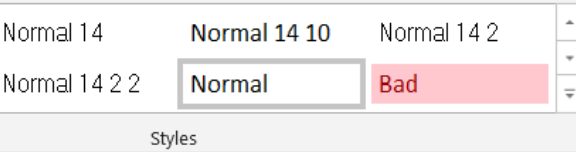
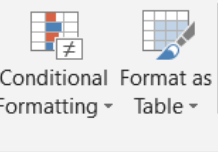
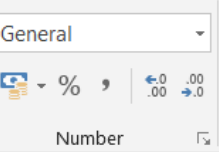
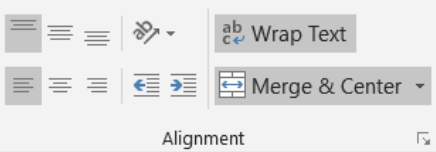
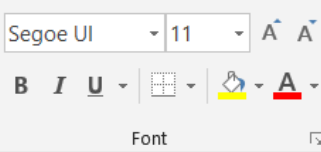
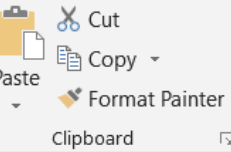
Normal 14 Normal 14 10 Normal 14 2 Normal 14 2 2 Normal Bad Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Editing

A2 1. The standards have no requirement to audit all processes every year. Based on risk, critical processes should be audited every year. Forecast audits with an 'X' in the cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	10-Year Internal Audit Programme																		
	1. The standards have <u>no requirement to audit all processes every year</u> . Based on risk, critical processes should be audited every year. Forecast audits with an 'X' in the cells.																		
	2. Begin programming your internal audits using the next worksheet.																		
	3. Using the Process Audit Checklist, audit just the clauses that are relevant to each process at the frequency shown below.																		
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			



A2 4. Please note that Column 'A' will automatically populate with information from the previous worksheet.

2-Year Internal Audit Programme

- 4. Please note that Column 'A' will automatically populate with information from the previous worksheet.
- 5. Enter the 'start' and 'finish' dates in the grey coloured cells in Columns 'C' and 'D', duration is calculated and the bar chart is updated.
- 6. Please note that all date range cells in Columns G to ACA1 contain a hidden '0' which is part of the 'date box' shading formula - **Do not delete!**
- 7. Begin auditing your management system and its processes using the internal audit checklists and process audit report templates.

Process Name	Audit Type	Start Date	Finish Date	Duration (Days)	Audit Complete? (If yes enter audit report Ref.)	16-Jul-18							23-Jul-18							30-Jul-18							06-Aug-18							13-Aug-18						
						15-Jul-18	16-Jul-18	17-Jul-18	18-Jul-18	19-Jul-18	20-Jul-18	21-Jul-18	22-Jul-18	23-Jul-18	24-Jul-18	25-Jul-18	26-Jul-18	27-Jul-18	28-Jul-18	29-Jul-18	30-Jul-18	31-Jul-18	01-Aug-18	02-Aug-18	03-Aug-18	04-Aug-18	05-Aug-18	06-Aug-18	07-Aug-18	08-Aug-18	09-Aug-18	10-Aug-18	11-Aug-18	12-Aug-18	13-Aug-18	14-Aug-18	15-Aug-18	16-Aug-18	17-Aug-18	
Management System & Processes	Planned	19-Jul-18	19-Jul-18	1																																				
	Additional	06-Aug-18	07-Aug-18	2																																				
	Additional	12-Sep-18	14-Sep-18	3																																				
	Additional	02-Oct-18	05-Oct-18	4																																				
Business Planning	Planned	16-Jul-18	19-Jul-18	4																																				
	Additional	26-Aug-18	28-Aug-18	3																																				
	Additional			1																																				
Sales & Marketing	Additional			1																																				
	Additional	24-Jul-18	26-Jul-18	3																																				