MJ8

2-Year Internal Audit Programme

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

2. 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.

3. 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!**

4. 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.)
QMS & Processes	Planned	17-Jan-19	19-Jan-19	3	
	Additional	06-Feb-19	08-Feb-19	3	
	Additional	12-Feb-19	15-Feb-19	4	
	Additional	02-Mar-19	05-Mar-19	4	
Business Planning	Planned	21-Jan-19	23-Jan-19	3	
	Additional	28-Jan-19	31-Jan-19	4	
	Additional			1	
	Additional			1	
Sales & Marketing	Planned			1	
	Additional	24-Jan-19	25-Jan-19	2	
	Additional	06-Feb-19	08-Feb-19	3	
	Additional			1	
QA/QC Management	Planned			1	
	Additional	12-Jan-19	16-Jan-19	5	
	Additional			1	

07-Jan-19 14-Jan-19 21-Jan-19 28-Jan-19 04-Feb-19

07-Jan-19 08-Jan-19 09-Jan-19 10-Jan-19 11-Jan-19 12-Jan-19 13-Jan-19 14-Jan-19 15-Jan-19 16-Jan-19 17-Jan-19 18-Jan-19 19-Jan-19 20-Jan-19 21-Jan-19 22-Jan-19 23-Jan-19 24-Jan-19 25-Jan-19 26-Jan-19 27-Jan-19 28-Jan-19 29-Jan-19 30-Jan-19 31-Jan-19 01-Feb-19 02-Feb-19 03-Feb-19 04-Feb-19 05-Feb-19 06-Feb-19 07-Feb-19 08-Feb-19 09-Feb-19 10-Feb-19 11-Feb-19 12-Feb-19