10-Year Internal Audit Programme

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.

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.

Process Name	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
QMS & Processes	X	X	X	X	X	X	X	X	X	X	X
Business Planning		X		X		X		X		X	
Sales & Marketing	X		X		X		X		X		X
QA/QC Management	X	X	X	X	X	X	X	X	X	X	X
Business Review & Improvement		X		X		X		X		X	
Operational Planning	X	X	X	X	X	X	X	X	X	X	X
Order/Quote Fulfillment		X		X		X		X		X	
Design & Development	X		X		X		X		X		X
Production/Manufacturing	X	X	X	X	X	X	X	X	X	X	X
Procurement & Supply	X	X	X	X	X	X	X	X	X	X	X
Inspection & Calibration (QC)	X	X	X	X	X	X	X	X	X	X	X
Storage, Packing & Shipping	X	X	X	X	X	X	X	X	X	X	X
Facilities & Maintenance		X		X		X		X		X	
Corrective Action	X	X	X	X	X	X	X	X	X	X	X
Internal Audit	X	X	X	X	X	X	X	X	X	X	X
Customer Service	X	X	X	X	X	X	X	X	X	X	X
Human Resources & Training	X		X		X		X		X		X
Document Control & Knowledge		X		X		X		X		X	
Other 1											
Other 2											
Other 3											
Other 4											
Other 5											
Other 6											

2-Year Internal Audit Programme

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

5. Enter the begining date of the audit programme in Cell G5 - Note: Date must be a Monday! The remaining dates in Row 5 will automatically update. Enter the audit's 'start' and 'finish' dates in the grey coloured cells in Columns C and D, the duration is calculated in Column E and the bars in the programme are 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.

						Week 1							Week 2							Week 3							Week 4							Week			
						M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Process Name	**Audit Type**	**Start Date**	**Finish Date**	**Duration (Days)**	**Audit Complete?** (If yes enter audit report Ref.)	16-Mar-20	17-Mar-20	18-Mar-20	19-Mar-20	20-Mar-20	21-Mar-20	22-Mar-20	23-Mar-20	24-Mar-20	25-Mar-20	26-Mar-20	27-Mar-20	28-Mar-20	29-Mar-20	30-Mar-20	31-Mar-20	01-Apr-20	02-Apr-20	03-Apr-20	04-Apr-20	05-Apr-20	06-Apr-20	07-Apr-20	08-Apr-20	09-Apr-20	10-Apr-20	11-Apr-20	12-Apr-20	13-Apr-20	14-Apr-20	15-Apr-20	16-Apr-20
QMS & Processes	Planned	16-Mar-20	21-Mar-20	5																																	
	Additional	25-Mar-20	26-Mar-20	2																																	
	Additional	30-Mar-20	04-Apr-20	5																																	
	Additional	06-Apr-20	08-Apr-20	3																																	
Business Planning	Planned	09-Apr-20	14-Apr-20	4																																	
	Additional	15-Apr-20	20-Apr-20	4																																	
	Additional			0																																	
	Additional			0																																	
Sales & Marketing	Planned			0																																	
	Additional			0																																	
	Additional			0																																	
	Additional			0																																	
QA/QC Management	Planned			0																																	
	Additional			0																																	
	Additional			0																																	
	Additional			0																																	
Business Review & Improvement	Planned			0																																	
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Order/Quote Fulfillment	Planned			0																																	
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