



Internal Audit Schedule

Organization Name:

Document ID: [Unique Identifier]

Date of Issue: [Date]

Audit Period: [Specify the Time Period Covered by the Schedule, e.g., Quarterly, Bi-Annually, Annually]

Internal Audit Schedule:

Audit Date	Department/Process/Area	Auditor(s)	Focus Areas/Processes
[Date]	[Department/Process/Area]	[Auditor(s)]	[Focus Areas/Processes]
[Date]	[Department/Process/Area]	[Auditor(s)]	[Focus Areas/Processes]
[Date]	[Department/Process/Area]	[Auditor(s)]	[Focus Areas/Processes]
[Date]	[Department/Process/Area]	[Auditor(s)]	[Focus Areas/Processes]
[Date]	[Department/Process/Area]	[Auditor(s)]	[Focus Areas/Processes]

Notes:

1. **Audit Date:** Specify the date(s) on which the internal audits will be conducted.
2. **Department/Process/Area:** Identify the department, process, or area of the organization to be audited.
3. **Auditor(s):** Specify the name(s) of the auditor(s) responsible for conducting the audit.
4. **Focus Areas/Processes:** Outline the specific focus areas or processes to be audited during each audit, including relevant ISO 9001:2015 clauses or requirements.

Audit Planning and Preparation:

- Ensure that audit plans are developed for each audit, outlining objectives, scope, criteria, and methods.
- Schedule audit activities in advance, including interviews, document reviews, and process observations.



- Communicate audit schedules to relevant stakeholders, including auditees and management, in advance to ensure their availability and cooperation.

Audit Execution:

- Conduct audits according to the schedule, following established audit plans and procedures.
- Ensure that auditors are adequately trained and competent to perform their roles effectively.
- Document audit findings, observations, and nonconformities accurately and objectively.

Audit Reporting and Follow-Up:

- Prepare audit reports promptly following the completion of each audit, detailing findings, observations, and recommendations.
- Communicate audit reports to relevant stakeholders, including management and auditees, for review and action.
- Ensure that corrective actions are implemented to address identified nonconformities and improve processes.

Review and Improvement:

- Review audit schedules regularly to ensure coverage of all relevant areas and processes within the organization.
- Seek feedback from stakeholders on the effectiveness of the internal audit process and make improvements as necessary.
- Continuously monitor and evaluate the internal audit program to ensure its alignment with organizational objectives and ISO 9001:2015 requirements.