



INTERNAL AUDIT SCHEDULE

Audit Date	Department/ Process/Area	Auditor(s) Assigned	Audit Objectives
March 10, 2029	Business Continuity Planning Team	John Doe	Review the effectiveness of the business continuity plan (BCP) implementation and identify any areas for improvement.
April 5, 2029	IT Infrastructure	Jane Smith, Mark Johnson	Assess the resilience of IT systems and infrastructure to ensure they meet ISO 22301 standards and identify any vulnerabilities.
May 15, 2029	Human Resources	Emily Brown	Evaluate HR procedures related to employee training, awareness, and involvement in business continuity efforts.
June 20, 2029	Supply Chain Management	David Lee, Sarah Garcia	Review supply chain processes to ensure continuity plans are integrated and suppliers meet required standards.
July 10, 2029	Crisis Management Team	Rachel Clark	Assess the effectiveness of the crisis management team's response procedures and communication strategies during simulated crisis scenarios.
August 5, 2029	Business Impact Analysis (BIA)	Mark Johnson	Review BIA processes to ensure they accurately identify critical functions, dependencies, and recovery priorities.
September 10, 2029	Emergency Response Procedures	Emily Brown, Sarah Garcia	Evaluate emergency response protocols and test their effectiveness through simulated emergency scenarios.
October 15, 2029	Business Continuity Plan Testing	John Doe, Jane Smith	Conduct a comprehensive test of the BCP, including tabletop exercises and/or simulations, to identify strengths and weaknesses.



November 20, 2029	Communication and Notification Procedures	David Lee	Review communication and notification protocols to ensure timely and effective dissemination of information during disruptions.
December 5, 2029	Document Control and Management	Rachel Clark	Ensure documentation related to business continuity plans, procedures, and revisions are appropriately maintained and accessible.