



## Internal Audit Schedule Sample

**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 14001:2015 clauses or requirements.

**Audit Planning and Preparation:**

- **Develop Audit Plans:** Ensure that audit plans are developed for each audit, outlining objectives, scope, criteria, and methods based on ISO 14001:2015 requirements.
- **Schedule Audit Activities:** Schedule audit activities in advance, including interviews, document reviews, and process observations.



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

#### **Audit Execution:**

- **Conduct Audits:** Conduct audits according to the schedule, following established audit plans and procedures.
- **Ensure Competence:** Ensure that auditors are adequately trained and competent to perform their roles effectively, with specific knowledge of ISO 14001:2015.
- **Document Findings:** Document audit findings, observations, and nonconformities accurately and objectively.

#### **Audit Reporting and Follow-Up:**

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

#### **Review and Improvement:**

- **Review Audit Schedules:** Review audit schedules regularly to ensure coverage of all relevant areas and processes within the organization.
- **Seek Feedback:** Seek feedback from stakeholders on the effectiveness of the internal audit process and make improvements as necessary.
- **Continuous Monitoring:** Continuously monitor and evaluate the internal audit program to ensure its alignment with organizational objectives and ISO 14001:2015 requirements.