



ISO 41001:2018 Internal Audit Schedule Template

Organization Name:

Audit Period:

Audit Area/Process	Responsible Auditor(s)	Planned Audit Date	Actual Audit Date	Audit Findings	Follow-Up Actions	Status	Notes
Context of the Organization	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Leadership	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Planning	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Support	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Operation	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Performance Evaluation	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Improvement	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
FM Objectives and Policies	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Communication	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]
Integration of Services	[Name]	[Date]	[Date]	[Findings]	[Actions]	[Status]	[Notes]

Instructions:

- Audit Area/Process:** List the specific areas or processes to be audited.
- Responsible Auditor(s):** Assign auditors responsible for each audit area.
- Planned Audit Date:** Set the initial planned date for the audit.
- Actual Audit Date:** Record the date when the audit actually took place.



5. **Audit Findings:** Summarize the key findings from the audit.
6. **Follow-Up Actions:** Detail the actions needed to address any findings.
7. **Status:** Indicate the status of the follow-up actions (e.g., Completed, In Progress).
8. **Notes:** Include any additional notes or comments relevant to the audit.

Key Points:

- Ensure the schedule covers all relevant aspects of the FM system.
- Assign qualified auditors familiar with ISO 41001:2018 requirements.
- Maintain flexibility to adjust audit dates as needed, while ensuring all areas are audited within the planned period.
- Document findings and follow-up actions clearly to support continual improvement.

This template can be adapted and expanded based on the specific needs and structure of your organization. It serves as a comprehensive tool for planning, executing, and tracking internal audits to ensure effective implementation and maintenance of the FM system according to ISO 41001:2018 standards.