



INTERNAL AUDIT PREPARATION TEMPLATE

Below is a sample Internal Audit Plan for an ISO 22301:2019 Business Continuity Management System (BCMS). This plan outlines the key steps and considerations for conducting an internal audit:

Internal Audit Plan

Objective:

The objective of this internal audit is to assess the effectiveness, adequacy, and conformity of the Business Continuity Management System (BCMS) in accordance with ISO 22301:2019.

Scope:

The internal audit will cover the entire BCMS, including but not limited to:

- Business Impact Analysis (BIA)
- Business Continuity Plans (BCP)
- Emergency Response and Preparedness
- Communication and Training
- Monitoring and Continuous Improvement

Audit Team:

The audit team will consist of [List of Auditors] with expertise in business continuity and ISO 22301.

Audit Schedule:

The internal audit will be conducted on [Dates] at various departments and locations as per the following schedule:

Date	Department/Location
[Date 1]	[Department/Location 1]
[Date 2]	[Department/Location 2]
[Date 3]	[Department/Location 3]
...	...

Audit Criteria:

The audit will be conducted based on the requirements outlined in ISO 22301:2019 and the organization's BCMS documentation.

Audit Process:

1. Planning

- Review the BCMS documentation, including policies, procedures, and records.
- Develop a detailed audit plan, including objectives, scope, and criteria.
- Notify relevant departments and personnel about the upcoming audit.



2. Opening Meeting

- Conduct an opening meeting to introduce the audit team and explain the audit process.
- Confirm the scope and objectives of the audit with key stakeholders.

3. Fieldwork

- Review documentation and records related to the BCMS.
- Interview key personnel involved in business continuity activities.
- Perform site visits to assess the implementation of business continuity measures.

4. Analysis

- Evaluate findings against ISO 22301 requirements and organizational objectives.
- Identify areas of compliance, non-conformities, and opportunities for improvement.

5. Closing Meeting

- Present preliminary findings to relevant stakeholders.
- Discuss non-conformities and areas for improvement.
- Confirm corrective action plans and timelines.

6. Reporting

- Prepare a comprehensive audit report detailing findings, conclusions, and recommendations.
- Include a summary of non-conformities and proposed corrective actions.

7. Follow-up

- Monitor the implementation of corrective actions.
- Conduct follow-up audits if necessary to verify the effectiveness of corrective measures.

Reporting:

A detailed audit report will be submitted to [Designated Personnel] within [Timeline] days after the completion of the internal audit.

This sample internal audit plan provides a framework for conducting a systematic assessment of the BCMS in alignment with ISO 22301:2019 requirements. Adjustments should be made based on the specific needs and structure of the organization.