



## INTERNAL AUDIT SCHEDULE

### Internal Audit Schedule Template for ISO 37301:2021

**Organization Name:** [Insert Organization Name]

**Audit Period:** [Insert Audit Period, e.g., Quarterly, Bi-Annually, Annually]

**Audit Team:** [List Audit Team Members]

**Audit Objective:** To evaluate the effectiveness and conformity of the Compliance Management System (CMS) with ISO 37301:2021 requirements and applicable organizational compliance obligations.

| Audit Date    | Audit Scope    | Audit Criteria    | Audit Team Member(s)  | Audit Findings    | Corrective Actions Required | Status (Completed/In Progress) |
|---------------|----------------|-------------------|-----------------------|-------------------|-----------------------------|--------------------------------|
| [Insert Date] | [Insert Scope] | [Insert Criteria] | [Insert Team Members] | [Insert Findings] | [Insert Actions]            | [Insert Status]                |
| [Insert Date] | [Insert Scope] | [Insert Criteria] | [Insert Team Members] | [Insert Findings] | [Insert Actions]            | [Insert Status]                |
| [Insert Date] | [Insert Scope] | [Insert Criteria] | [Insert Team Members] | [Insert Findings] | [Insert Actions]            | [Insert Status]                |
| [Insert Date] | [Insert Scope] | [Insert Criteria] | [Insert Team Members] | [Insert Findings] | [Insert Actions]            | [Insert Status]                |

### Notes:

1. **Audit Scope** should include compliance-related processes, departments, risk areas, or applicable regulatory topics.



2. **Audit Criteria** may refer to ISO 37301:2021 clauses, internal compliance policies, legal and regulatory requirements, and codes of conduct.
3. **Audit Findings** should record non-compliance issues, observations, and areas for potential improvement.
4. **Corrective Actions Required** should describe actions needed to address identified compliance issues or risks.
5. **Status** should reflect the current progress of corrective actions (e.g., Completed, In Progress, Overdue).