## 2-Year Internal Audit Programme

- 4. Please note that Column 'A' will automatically populate with information from the previous worksheet.
- 5. Enter the begining date of the audit programme in Cell G5 Note: Date must be a Monday! The remaining dates in Row 5 will automatically update. Enter the audit's 'start' and 'finish' dates in the grey coloured cells in Columns C and D, the duration is calculated in Column E and the bars in the programme are updated.
- 6. Please note that all date range cells in Columns G to ACA1 contain a hidden '0' which is part of the 'date box' shading formula **Do not delete!**
- 7. Begin auditing your management system and its processes using the internal audit checklists and process audit report templates.

							_	Wee	ek 1	_	Week 2						Week 3					Week 4						-	W	5			
Process Name		Start Date	Finish Date			М					S 1	S M T W T F S					М	T W	WTFS				MTWTF				S S M T			T W T F S			М
	Audit Type			Duration (Days)	Audit Complete? (If yes enter audit report Ref.)			19-Feb-20	21-Feb-20	22-Feb-20	23-Feb-20	24-Feb-20 25-Feb-20	26-Feb-20	27-Feb-20 28-Feh-20	29-Feb-20	01-Mar-20	02-Mar-20	03-Mar-20 04-Mar-20	05-Mar-20	06-Mar-20	07-Mar-20 08-Mar-20	09-Mar-20	10-Mar-20	12-Mar-20	13-Mar-20	14-Mar-20	15-Mar-20	16-Mar-20 17-Mar-20	18-Mar-20	19-Mar-20	20-Mar-20	22-Mar-20	23-Mar-20
	Planned	17-Feb-20	21-Feb-20	5																									$\Box$				
OHS Management System	Additional	25-Feb-20	26-Feb-20	2																									П				П
	Additional	03-Mar-20	04-Mar-20	2																									$\Box$				
	Additional	12-Mar-20	13-Mar-20	2																													
Business Planning	Planned	23-Mar-20	24-Mar-20	2																													
	Additional	03-Apr-20	03-Apr-20	1																									$\Box$				
	Additional	·		0																													П
	Additional			0																													П
Health & Safety Management	Planned			0																													П
	Additional			0																													П
	Additional			0																													
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Internal Audit	Planned			0																									П				
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	Additional			0																									П				
Performance Review & Improvement	Planned			0																									П				
	Additional			0																									П				
	Additional			0																									П				
	Additional			0																									П				
Documentation Management	Planned			0																									П				
	Additional			0																									П				
	Additional			0																									П				
	Additional			0																													П
Order/Quote Fulfillment	Planned			0																													П
	Additional			0		П																							П				П
	Additional			0		П													$\sqcap$										$\Box$				П
	Additional			0																									$\Box$				П