2-Year Internal Audit Programme

- 4. Please note that Column 'A' will automatically populate with information from the previous worksheet.
- 5. Enter the 'start' and 'finish' dates in the grey coloured cells in Columns 'C' and 'D', duration is calculated and the bar chart is 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.

| | | | Duration (Days) Audit Complete? | 23 | | 24-Jul-23 | | | | | | | 07-Aug-23 | | | | | | 14-Aug-23 | | | | | | | | | | | |
|-------------------------|------------|------------|-----------------------------------|----|---------------------|-----------|-----------|-----------|-----------|-----------|------------------------|-------------------|-----------|-----------|-----------|------------------------|-----------|------------------------|-----------|-----------|------------------------|-----------|--------------|-----------|-----------|-----------|------------------------|-----------|-----------|------------------------|
| Process Name | Audit Type | Start Date | | | (If yes enter audit | 17-Jul-23 | 19-Jul-23 | 20-Jul-23 | 22-Jul-23 | 23-Jul-23 | 24-Jul-23 25-Jul-23 | 26-Jul-23 | 27-Jul-23 | 29-Jul-23 | 30-Jul-23 | 31-Jul-23 01-Aug-23 | 02-Aug-23 | 03-Aug-23 04-Aug-23 | 05-Aug-23 | 06-Aug-23 | 07-Aug-23 08-Aug-23 | 09-Aug-23 | 10-Aug-23 | 11-Aug-23 | 13-Aug-23 | 14-Aug-23 | 15-Aug-23 16-Aug-23 | 17-Aug-23 | 18-Aug-23 | 19-Aug-23 20-Aug-23 |
| | Planned | 19-Jul-23 | 22-Jul-23 | 4 | | | | | | | | T | | | | | | | | | | | П | | | | | П | | |
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| Management System | Additional | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | \Box | 7 | \top |
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| | Planned | 24-Jul-23 | 30-Jul-23 | 7 | | | | | | | | | | | | | | | | | | | 一 | | | | | T | 7 | \top |
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| Business Planning | Additional | | | 1 | | | | | | | | T | | | | | | | | | | | | | | | | T | 7 | \top |
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| | Planned | 31-Jul-23 | 02-Aug-23 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | \top |
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| Sales & Marketing | Additional | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | \Box | | |
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| 0 | Planned | 03-Aug-23 | 08-Aug-23 | 6 | | | | | | | | | | | | | | | | | | | 一 | | | | | T | 7 | \top |
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| Operational Planning | Additional | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | \Box | 7 | \top |
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| Business Review | Additional | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | \Box | | |
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