

[organization name]

Appendix 2 – Internal Audit Program

This internal program is written for the period from [date] to [date].

Internal audits according to ISO 9001:2015 standards will be conducted in the following way:

No.	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Department/area												
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

Legend:

- Planned audit
- Audited audit
- Proposed audit

[job title]

[first and last name]

[signature]

Commented [AS91001]: If there will be only one internal audit throughout the year that would cover the whole scope of the QMS, then this table is not necessary.