

Appendix 1 – Annual Internal Audit Program

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

Internal audits according to ISO 9001, ISO 14001 and/or ISO 45001 will be conducted in the following way:

Audit period	Audit scope	Audit criteria	Auditing method	Auditor	Audit implementation

[job title]

[first and last name]

[signature]

[signature]

Commented [EU GDPR1]: To learn how to fill out this document, and to see real-life examples of what you need to write, watch this video tutorial: "How to Write ISO 27001/ISO 22301 Internal Audit Procedure and Audit Program".

To access the tutorial, choose one of the following options (depending on how you received the document):

- a) For document(s) delivered via Conformio: log into Conformio, click "Helpful materials" in the top menu, choose your language, and open the folder "Video tutorials".
- b) For document(s) delivered via email: in your Inbox, find the email that you received at the moment of purchase - there, you will see a link that will enable you to access the video tutorial.

Commented [EU GDPR2]: To learn more about selecting auditors, please read these articles:

- Dilemmas with ISO 27001 & BS 25999-2 internal auditors
<https://advisera.com/27001academy/blog/2010/03/22/dilemmas-with-iso-27001-bs-25999-2-internal-auditors/>
- Qualifications for an ISO 27001 Internal Auditor
<https://advisera.com/27001academy/blog/2015/03/30/qualifications-for-an-iso-27001-internal-auditor/>

Commented [EU GDPR3]: Provide dates on when the audit was conducted, reports that were written, etc.

Commented [EU GDPR4]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.