

[organization name]

[confidentiality level]

Appendix 1 – Internal Audit Program

The annual audit schedule is written for the period from [date] to [date].

Internal audits according to ISO 9001:2015 and ISO 14001:2015 standards must be conducted in the following way:

Audit period	Audit scope	Audit criteria	Auditing method	Auditors	Audit implementation date
e.g. January 2018	e.g. Production Management	e.g. ISO 17025 Sections 4 and 6	e.g. Documented Procedures and Work Instructions	e.g. Bill Smith and Jean Brown	e.g. 15.01.2018
e.g. March 2018	e.g. Production Management	e.g. ISO 17025 Section 7	e.g. Documented Procedures and Work Instructions	e.g. Roger Bates and Fred Jones	e.g. TBD
e.g. May 2018	e.g. Production Management	e.g. ISO 17025 Section 7	e.g. Documented Procedures and Work Instructions	e.g. Roger Bates and Fred Jones	e.g. TBD
e.g. July 2018	e.g. Production Management	e.g. ISO 17025 Section 8	e.g. Documented Procedures and Work Instructions	e.g. Bill Smith and Jean Brown	e.g. TBD

Commented [170251]: Can be by year e.g. 2018 to 2020 or by month is audit is broken up during a year's period, e.g. Jan 2018 to July 2018.

Commented [170252]: ISO 19011 provides guidance for internal audit (see 8.8.2 - NOTE).

Commented [170253]: Year and Month when Audit is planned.

Commented [170254]: Provide [redacted]

[job title]

[first and last name]

[organization name]

[confidentiality level]

[signature]

Commented [170255]: Only necessary if the Document and Record Control Procedure prescribes that paper documents must be signed.