

[organization name]



Appendix 2 – Annual Program of Internal Audits

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

Internal audits according to the OHSAS 18001 standard will be conducted in the following way:

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

Legend:

-  - Planned Audit
-  - Realized Audit
-  - Suspended Audit

[job title]

[first and last name]

[signature]

[signature]

Comment [18A1]: If there will be only one internal audit throughout the year the audit plan for OHSAS 18001 is not necessary. OH&SMS, then this table is not necessary.

Comment [18A2]: These icons should be entered later as executed audits.

Comment [18A3]: The signature is needed only if the document is in paper form.