

[organization name]

### Appendix 3 – Internal Audit Plan

Audit objective:	
Audit method:	
Approved by:	
1. [redacted]	[job title]
2. [redacted]	[redacted]
3. [redacted]	[redacted]
4. [redacted]	[signature]
Date of Audit Plan approval:	

**Commented [45A1]:** For example: Whole organization or processes according to Annual Program of Internal Audits.

**Commented [45A2]:** For example: Conformance with [redacted]

**Commented [45A3]:** For example: [redacted]

**Commented [45A4]:** For example: interviews, personal observations, and examining records.

**Commented [45A5]:** For example: somebody being trained for [redacted]

**Commented [45A6]:** Signature is only needed if the record is in paper form.

**Commented [45A7]:** This field is used when the internal audit is [redacted]

No.	Audit date	Interviewee
1		
2		
3		
4		
5		
6		
7		