

[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		