

[organization name]

Appendix 2 – Annual Internal Audit Program

This annual program is written for the period from (date) to (date).

Internal audits according to ISO 9001 standards 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
- ⊘ - Postponed Audit

[job title]

[first and last name]

[signature]

Comment [9A1]: If there will be only one internal audit throughout the year, the audit plan for the whole year of the year, then this table is not necessary.