**Instruction (delete):**

* *This template has been developed to enable you to schedule internal audits to support your Management System.*
* *Additional line items may need to be added to ensure full audit of your system.*
* *Change terms used to suit your organisation (particularly under “Operational Procedures/ Processes”)*

| **AREA FOR AUDIT** | **SCOPE** | **AUDITOR** | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General** |
| External ISO Certification Audit | *E.g. Compliance Manager**Other managers and staff* | Certification body |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal audit of Management System (e.g. OH&S, Quality, Environmental, Food Safety Management System) | *E.g. Conformance of the Management System with related ISO Standard* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management System Procedures/ Processes** |
| Context of the organisation processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Leadership processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Support processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operations processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring and measurement processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improvement processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Operational Procedures/Processes** |
| Marketing and product development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sales |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Customer Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Production/ Service Planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Production/Service Delivery – Product 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Production/Service Delivery – Product 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Warehouse and Despatch |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Other Operating Procedures (e.g. OH&S, Environment, Food Safety, Information Security etc)** |
| Safe Work Procedure 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safe Work Procedure 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safe Work Procedure 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Environmental Work Instruction 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Environmental Work Instruction 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Food safety plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Key** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| P = Planned |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C = Completed |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CAR = Corrective Action Required |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |