**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 | | | |  |  |  | |  | | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | | | |
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| **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 | |  | | | | | | | |  | | | | | | | | | | | |  | | |  | |  | | |  | | |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |