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| **Internal Audit Plan Approval** | |
| **Department:** |  |
| **Type of Audit (Routine or Directed):** |  |
| **Lead Auditor:** |  |
| **Audit Team:** |  |
| **Proposed date(s) of Audit:** |  |
| **Audit Objective and Scope** | |
|  | |
| **Related SOP(s)** | |
|  | |
| **Prepared by:** **Date:** | |
| **Approved by:** **Date:** | |