

Internal Audit Plan-Commercial Building Example

Organization: ABC Buildings Group

Audit Date: 4/2/2016

Audit Scope: Boiler Operations and supporting services

Audit Criteria: ISO 50001:2011, Sections 4.4.3, 4.4.6, 4.5.2, 4.5.4, 4.5.5, 4.5.6, 4.5.7, 4.6.1, 4.7 and associated company EnMS procedures and related documentation.

Audit Objective: Evaluate and determine the implementation and effectiveness of management of the Significant Energy Use-Boiler Operations

Audit Team: Carol Brown (Lead); Dianna Johnson

Process or Area to be Audited	Start Time/ End Time	Auditor(s)	Requirements (Criteria) to be Audited	Documentation References
Opening Meeting	1:15 – 1:30 PM	Everyone Invited		
Energy Management Representative	1:30 – 2:30 PM	Carol	Energy Planning – process for determining significance, Energy Planning – objectives and targets setting	Energy Planning Procedure 2016 SEU Spreadsheet Objectives and targets worksheets
Human Resources (Training Coordinator and EHS Coordinator)	1:30 – 3:00 PM	Dianna	Competence, awareness and training	Training procedure Training records Awareness records Contractor training records Sign-in sheets Visitor and contractor video

Process or Area to be Audited	Start Time/ End Time	Auditor(s)	Requirements (Criteria) to be Audited	Documentation References
Repair & Maintenance (Technicians) Boiler Operations (Supervisors and Operators)	2:30 – 4:00 PM	Carol	Operational control and maintenance	PM System Boiler Operating Procedures Boiler Blow-Down Instruction
Construction & Facilities Management Purchasing	3:00 – 3:45 PM	Dianna	Design and Procurement	Phase 2 Design Plan Purchasing specs Supplier evaluation criteria Purchase orders
Boiler Operations Management/ Engineering	3:45 – 4:30 PM	Dianna	Legal and other requirements Monitoring, measurement and analysis	Compliance evaluation results Measurement plan 2016 Boiler III and IV monitoring records and analysis records
Facilities Management VP	4:00 – 4:30 PM	Carol	Management review	Management review records Management review procedure
Audit Team Meeting	4:30 – 4:45 PM	Carol Dianna		
Closing Meeting	4:45 – 5:05 PM	Everyone Invited		