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 |
| 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 |  | |