Internal Audit Plan-Industrial Example

**Organization:** ABC, Inc.

**Audit Date:** 4/2/2016

**Audit Scope:** Melting Operations

**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-Melting 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, targets, and action plans | Energy Planning Procedure  Record of SEUs  Objectives and targets setting  Action plans |
| 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 |
| Maintenance (Technicians)  Melting Operations (Supervisors and Operators) | 2:30 – 4:00 PM | Carol | Operational control and maintenance | PM System  Melting Operations Procedures |
| Construction & Facilities Management  Purchasing | 3:00 – 3:45 PM | Dianna | Design and Procurement | Design process – Gate 2 and 3  Purchasing specs  Supplier evaluation criteria |
| Melting Operations Management | 3:45 – 4:30 PM | Dianna | Monitoring, measurement and analysis | Measurement plan 2014  Melter VI monitoring records and analysis records |
| Operations VP  Plant Manager | 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 – 5:00 PM | Everyone Invited |  | |