

Audit Programme

Step 6 Enter the start and finish date for each planned, or additional audit, based on the frequency shown by the indicators.

✔ An audit should be scheduled **at least once per year** unless otherwise justified;

! An audit should be scheduled **within 12 weeks** and an additional audit within 6 months;

❌ An audit should be scheduled **within 4 weeks** with an additional audit **after 12 weeks** and then reoccurring quarterly.

Please note that Columns A, B & C will automatically populate with information from the 'Process Assessment' worksheet.

Only enter information in the grey coloured cells in Columns 'E', 'F', 'G' & 'H'.

The formulas will then colour the relevant date/day cell(s) in the programme.

Please note that all cells between 'I7' & 'I96' to 'ACA7' & 'ACA96' contain a hidden '0' which is part of the 'date box' shading formula - **DO NOT DELETE!**

Begin auditing your system and processes using the internal audit checklist.

[illegible]

[illegible]

[illegible]

[illegible]

AUDIT PROGRAM SCHEDULE

[illegible]