Internal Audit Plan

A.   Audit Scope

This audit will cover the following areas/processes within the scope of the organisation's Information Security Management System (ISMS):

Area/Process	Location

The following sections of the ISO/IEC 27001:2022 Standard will be covered during this audit:

Section	Title

B.   Audit Criteria and Reference Documents

ISO/IEC 27001:2022, the International Standard for ISMS will be used as the basis of the audit criteria. The organisation's documented ISMS will be verified to see how the requirements of the standard are applied. Compliance with applicable legal and other requirements will also be assessed.

C.   Audit Schedule

The audit will take place starting from <date> to <date>. The proposed audit schedule is as follows:

Day 1

Date	Time	Auditor	Auditee	Area/Process to be Covered

Day 2

Date	Time	Auditor	Auditee	Area/Process to be Covered

D.   Resources Required

The audit will be carried out by assigned internal auditors acting independently of the areas to be audited. An audit room or videoconference facility (if remotely conducted) will be required for the entirety of the audit days. Access to the corporate network may also be needed.

E.   Audit Methods

The audit will consist of a combination of document review, interview and gathering of evidences in scope of the certification.

Actions arising from previous audits (if any) will also be verified for closure.

F.   Communication of Findings

An audit report will be produced at the end of the audit and the contents will be communicated to the auditees and the management team.

A plan of actions to address any nonconformities or opportunities for improvement reported shall be agreed between the auditees and the auditors.

Follow-up audits shall take place in accordance with the plan of action to ensure their effectiveness.

Prepared by: <Name / Designation>   Last updated: <date>