[Add Company Name]

[Address]

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**Internal Audit Schedule Template**

Add Logo



This audit schedule is divided up to reflect the sections of the standard. You should decide which sections are of great importance for your business. An internal audit schedule should be development to ensure relevance to your company.

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| Section | Title | Dept./Sec | Audit Frequency | | Audit Schedule | | | | | | | | | | | | |
|  |  |  | Annually | Bi-Annually | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 4.1 | General |  |  |  | | ✓ | 🗶 |  |  |  |  |  |  |  |  |  |  |
| 4.2 | Documentation |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1 | Management Commitment |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2 | Customer Focus |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3 | Quality Policy |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.4 | Planning |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.5 | Responsibility |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.6 | Management Review |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.1 | Provision of Resources |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2 | Human Resources |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
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