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| **Audit Reference** |  |
| **Audit Criteria** |  |
| **Lead Auditor** |  |

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| **Audit Scope** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| *Department 1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Department 2* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Department 3* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Project 1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Project 2* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Project 3* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Major Process 1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Major Process 2* |  |  |  |  |  |  |  |  |  |  |  |  |

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| **AUDIT PROGRAMME** *(notes on the Audit Program)* |
| *The above audit program is prepared to highlight the scope of the internal audit program. Any deviations to the above is acceptable and does not require the Audit Program to be revised so long as the revised schedule is agreed upon between the auditor and auditee. The above program is tentative and is subject to change based on the requirements of the organization.* |

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| **Prepared By** |  |