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| --- | --- | --- | --- |
| **Audit Reference** |  | **Date** |  |
| **Audit Criteria** |  | | |

| **Date**  **Time** | **Audit Scope** | **Auditor** | **Auditee** | **Note** |
| --- | --- | --- | --- | --- |
| *dd/mm/yyyy*  *hh:mm* | Opening Meeting | Lead Auditor | All Auditees |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Department 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Department 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Department 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Project 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Project 2 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Project 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Major Process 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Major Process 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Sample Major Process 1 | *Auditor Name* | *Auditee Name* |  |
| *dd/mm/yyyy*  *hh:mm* | Closing Meeting | *Auditor Name* | *Auditee Name* |  |

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