Long-range Audit Programme (10 years)

INTERNAL AUDIT PROGRAMME · STEP 2 OF 3 · risk-based audit frequency

1. Rate each process High, Medium or Low, considering the importance of the processes, changes affecting the organization and the results of previous audits (9.2.2 of both standards), plus risks and opportunities and significant environmental aspects (Procedure 21). The suggested
2. Enter "P" in a year to plan an audit and change it to "C" when completed. Not every process needs auditing every year, but higher-risk processes should be audited more often.
3. Enter the first year of the programme in cell P3. Totals show how many audits are planned and completed each year.

First year 2026

PROCESS & RISK					AUDIT YEAR (✓ = planned, C = completed)										
No.	Process	Risk rating	Suggested frequency	Clauses in scope	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Last audit score
1	Leadership & Business Planning	Medium	Every 2 years	28	✓		✓		✓		✓		✓		
2	Management Review	Medium	Every 2 years	18	✓		✓		✓		✓		✓		
3	Risk & Compliance	High	Every year	17	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4	Environmental Management	High	Every year	26	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5	Sales & Customer Service	Medium	Every 2 years	16	✓		✓		✓		✓		✓		
6	Contract Review	Medium	Every 2 years	9	✓		✓		✓		✓		✓		
7	Design & Development	Medium	Every 2 years	15	✓		✓		✓		✓		✓		
8	Purchasing & Suppliers	High	Every year	10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9	Operations / Production	High	Every year	22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10	Inspection & Testing	Medium	Every 2 years	9	✓		✓		✓		✓		✓		
11	Calibration	Low	Every 3 years	6	✓			✓			✓			✓	
12	Warehouse & Dispatch	Low	Every 3 years	9	✓			✓			✓			✓	
13	Facilities & Maintenance	Medium	Every 2 years	10	✓		✓		✓		✓		✓		
14	HR & Training	Medium	Every 2 years	15	✓		✓		✓		✓		✓		
15	IT & Document Control	Low	Every 3 years	8	✓			✓			✓			✓	
16	Internal Audit	Low	Every 3 years	7	✓			✓			✓			✓	
17	Corrective Action & Improvement	High	Every year	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
18	Emergency Preparedness	Medium	Every 2 years	6	✓		✓		✓		✓		✓		
19	Contractors	Medium	Every 2 years	9	✓		✓		✓		✓		✓		
			Audits planned		19	5	15	9	15	5	19	5	15	9	
			Audits completed		0	0	0	0	0	0	0	0	0	0	

"Audits planned" counts P and C entries.