10-Year Internal Audit Programme

1. The standards have no requirement to audit all processes every year. Based on risk, **critical processes** should be audited every year. Forecast audits with an 'X' in the cells.

2. Begin programming your internal audits using the next worksheet.

3. Using the Process Audit Checklist, audit just the clauses that are relevant to each process at the frequency shown below.

Process Name	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
QMS & Processes	X	X	X	X	X	X	X	X	X	X	X
Business Planning		X		X		X		X		X	
Sales & Marketing	X		X		X		X		X		X
QA/QC Management	X	X	X	X	X	X	X	X	X	X	X
Business Review & Improvement		X		X		X		X		X	
Operational Planning	X	X	X	X	X	X	X	X	X	X	X
Order/Quote Fulfillment		X		X		X		X		X	
Design & Development	X		X		X		X		X		X
Production/Manufacturing	X	X	X	X	X	X	X	X	X	X	X
Procurement & Supply	X	X	X	X	X	X	X	X	X	X	X
Inspection & Calibration (QC)	X	X	X	X	X	X	X	X	X	X	X
Storage, Packing & Shipping	X	X	X	X	X	X	X	X	X	X	X
Facilities & Maintenance		X		X		X		X		X	
Corrective Action	X	X	X	X	X	X	X	X	X	X	X
Internal Audit	X	X	X	X	X	X	X	X	X	X	X
Customer Service	X	X	X	X	X	X	X	X	X	X	X
Human Resources & Training	X		X		X		X		X		X
Document Control & Knowledge		X		X		X		X		X	
Other 1											
Other 2											
Other 3											
Other 4											
Other 5											
Other 6											