2-Year Internal Audit Programme

- 4. Please note that Column 'A' will automatically populate with information from the previous worksheet.
- 5. Enter the begining date of the audit programme in Cell G5 Note: Date must be a Monday! The remaining dates in Row 5 will automatically update. Enter the audit's 'start' and 'finish' dates in the grey coloured cells in Columns C and D, the duration is calculated in Column E and the bars in the programme are updated.
- 6. Please note that all date range cells in Columns G to ACA1 contain a hidden '0' which is part of the 'date box' shading formula **Do not delete!**
- 7. Begin auditing your management system and its processes using the internal audit checklists and process audit report templates.

								We	ek 1	1			Week 2					,	We	ek 3					We			V	Week		
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Process Name	Audit Type	Start Date	Finish Date	Duration (Days)	Audit Complete? (If yes enter audit report Ref.)	16-Mar-20	17-Mar-20	18-Mar-20	19-Mar-20	20-Mar-20 21-Mar-20	22-Mar-20	23-Mar-20	24-Mar-20 25-Mar-20	26-Mar-20	27-Mar-20	29-Mar-20 W	30-Mar-20	31-Mar-20	01-Apr-20	03-Apr-20			06-Apr-20	07-Apr-20	08-Apr-20	10-Apr-20	11-Apr-20	12-Apr-20	13-Apr-20		16-Apr-20
	Planned	16-Mar-20	21-Mar-20	5																											
0.46.0.0	Additional	25-Mar-20	26-Mar-20	2																											\Box
QMS & Processes	Additional	30-Mar-20	04-Apr-20	5																											
	Additional	06-Apr-20	08-Apr-20	3																											\Box
	Planned	09-Apr-20	14-Apr-20	4																											
During on Dispersion	Additional	15-Apr-20	20-Apr-20	4																											
Business Planning	Additional			0																											
	Additional			0																											
Sales & Marketing	Planned			0																											
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04/06 14	Planned			0																											
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QA/QC Management	Additional			0																											
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	Planned			0																											
Pusiness Paviow & Improvement	Additional			0																											
Business Review & Improvement	Additional			0																											
	Additional			0																											
	Planned			0																											
Operational Planning	Additional			0																											
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Order/Quote Fulfillment	Additional			0																											
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