

# Internal Audit Plan

**Audit Date:** \_\_\_\_\_ **Audit Number:** \_\_\_\_\_ **Lead Auditor:** \_\_\_\_\_

**Audit Team Members:** \_\_\_\_\_

## Planning Checklist

- 1. Contacts in each audit area notified about audit \_\_\_\_\_
- 2. Opening and closing meeting scheduled with management representatives \_\_\_\_\_
- 3. Timeline of audit established and reviewed with contacts and management representatives \_\_\_\_\_
- 4. Reviewed past corrective and preventative action reports \_\_\_\_\_
- 5. Have copies of necessary documents before start of audit \_\_\_\_\_

Date/Time	Area	Contact	Phone

