

<b>Document Title</b>	Audit Plan	Insert Company Logo
<b>Document Type</b>	Form & Template	
<b>Document No:</b>	Insert Document Number	
<b>Version No:</b>	1	
<b>Author:</b>	Insert Company Name	

EnMS - INTERNAL AUDIT PLAN			
<b>Company:</b> Insert Company		<b>Address:</b> Insert Address	
<b>Audit Date:</b> Insert Date		<b>Auditors:</b> Insert Auditors	
<b>Objective &amp; Scope:</b>			
<p><b>Purpose:</b> To evaluate the extent to which the Energy Management System and Departmental Procedures have been implemented and; to identify any non-conformances or opportunities for improvement within Insert Company Name.</p>			
<b>Objective:</b>			
<ul style="list-style-type: none"> <li>Identify the scope and processes within Insert Company Name.</li> <li>Identify the non-conformances, if any, in accordance to ISO 50001:2018 Standard.</li> <li>Review Policies, Processes, Procedures, Work Instruction, Forms and Templates to ensure they are in line with the ISO 50001:2018 Standard.</li> <li>Verify and validate all Processes, and ensure they are aligned to ISO 50001:2018 requirements.</li> <li>Internal Audit Report, highlighting non-conformances, if any, and opportunities for improvement.</li> </ul>			
Date	Time	Process or Area to be Audited	Auditors
	09:00-09:30	Opening Meeting	
	10:00-13:00	Energy Management System Clauses 4-10	Insert Auditor Name
	13:00-14:00	Lunch	
	14:00-16:30	Operations	Insert Auditor Name
	16:30-17:00	Closing Meeting	
<b>NOTE: The above times are approximate and may be subject to change</b>			