

Document Title	Internal Audit Schedule	Insert Company Logo
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Internal Audit & Management Review Schedule – January – December Insert Year

SCHEDULED ITEMS		Starting from Insert Month and Year																			
		J	F	M	A	M	J	J	A	S	O	N	D								
MANAGEMENT REVIEW MEETING																					
QMS AUDITS																					
ISO 9001:2015	ELEMENT	J	F	M	A	M	J	J	A	S	O	N	D								
1. Scope and Objectives	As stated from the Audit Plan																				
2. ISO 9001:2015 Clauses	Quality Management System as per ISO 9001:2015																				
3. List company Processes	Procedures and process relating to the department																				
3.1	Procedures and process relating to the department																				
3.2	Procedures and process relating to the department																				
3.3	Procedures and process relating to the department																				
3.4	Procedures and process relating to the department																				
3.5	Procedures and process relating to the department																				
OTHER: STATUS & IMPORTANCE OF THE PROCESSES AND AREAS TO BE AUDITED These items may be included in a detailed checklist: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Results of previous audits</td> <td style="width: 50%;">4. Client complaints</td> </tr> <tr> <td>2. Special Meetings</td> <td>5. Management review issues</td> </tr> <tr> <td>3. Recommendations for improvement</td> <td>6. Improvement Reports (CAR)</td> </tr> <tr> <td></td> <td>7. Statutory & Regulatory Requirements</td> </tr> </table>														1. Results of previous audits	4. Client complaints	2. Special Meetings	5. Management review issues	3. Recommendations for improvement	6. Improvement Reports (CAR)		7. Statutory & Regulatory Requirements
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LEGEND; X –ISO 9001:2015 - AUDITS SCHEDULED O – MANAGEMENT REVIEW		AREAS TO BE AUDITED:						Approved By: _____ <div style="text-align: center; color: red;">Insert Position</div> Date: _____													
		1. List areas																			