Job Aid 1: Audit Plan Templates 4-51

IA No. \_\_\_\_\_\_\_\_\_\_\_\_

**INTERNAL AUDIT PLAN**

**Audit Objectives:**

*What is the goal of the audit?*

**Audit Criteria:**

*What requirements will the audit use?*

**Audit Scope:**

*What specific areas will be assessed?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s) of the Audit** | | Consider how many days will be needed to cover the scope | | |
| **Team Leader** | | Name a team leader | | |
| **Auditors** | | Consider how many auditors will be needed and name them | | |
| DAY ONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Time | Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 08:00 | *0800 – 0815 Opening meeting, led by team leader* | | *0800 – 0815 Opening meeting* |
|  | |  |
| 09:00 | *Consider what part of your requirements the team leader will want to audit first.* | | *Consider what part of your requirements the auditor will be evaluating and in what lab area* |
| 10:00 | *Continue filling in until the scope is covered* | | *Continue filling in until the scope is covered* |
| 11:00 |  | |  |
| 12:00 |  | |  |
| 13:00 | *lunch* | | *lunch* |
| 14:00 |  | |  |
| 15:00 |  | |  |
| 16:00 |  | |  |
| 17:00 | *Team meeting to discuss findings* | | *Team meeting to discuss findings* |
| Resources Required |  | |  |
|  |  | | Page \_\_\_\_\_ of \_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| DAY TWO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Time | Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 08:00 |  |  |
| 09:00 |  |  |
| 10:00 |  |  |
| 11:00 |  |  |
| 12:00 |  |  |
| 13:00 | *lunch* | *lunch* |
| 14:00 |  |  |
| 15:00 | *Prepare audit report* | |
| 16:00 |
| 17:00 | *Closing meeting, led by team leader* | *Closing meeting* |
| Resources Required |  |  |
|  |  | Page \_\_\_\_\_ of \_\_\_\_\_ |

**Another suggested audit plan format\***

**Audit Objectives:**

**Audit Criteria:**

**Audit Scope:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s) of the Audit** | Consider how many days will be needed to cover the scope | | | |
| **Team Leader** | Name a team leader | | | |
| **Auditors** | Consider how many auditors will be needed and name them | | | |
| DAY ONE: \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Activity** | Time Needed | **Start time** | **End time** | **Staff required** |
| Opening meeting, led by | 1/2  hour | 09:00 | 09:30 | Lab director, quality manager, all other staff encouraged to attend |
| Team Leader – Consider what part of your requirements the team leader will want to audit first. |  |  |  | Consider who the TL will want to talk to |
| Auditor – Consider what part of your requirements the auditor will be evaluating and in what lab area |  |  |  | Consider who the auditor will want to talk to |
| Continue filling in until the scope is covered. |  |  |  |  |
|  |  |  |  |  |
| **Lunch** | 1 hour | 12:30 | 13:30 |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Team meeting to discuss findings | 1 hour | 14:30 | 15:30 | Audit team |

\* Example provided by Institute for Quality Management in Healthcare (IQMH)