

Internal Audit Schedule Example

Note: This is an example of an annual Internal Audit Schedule for an organization that conducts EnMS internal audits on a monthly basis. Internal audits must be conducted at planned intervals, such as monthly, quarterly, annually or at some other frequency consistent with the organization's needs. The organization must define the intervals for conducting their internal audits.

EnMS Internal Audit Schedule: 20XX				Prepared by: <i>Matt Brown</i>				Initial Issue Date: 12/31/20XX Update Date(s): 2/15/20XX; 3/30/20XX				
EnMS Process & Performance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Energy planning			△				◆				◆	
Management responsibility; Energy policy				◆						◆		
Management of significant energy uses		■				◆				◆		
Objectives, targets, action plans and other energy performance improvements					◆						◆	
Operations; Design; Procurement	■							◆				
Management system processes— Internal audit; Corrective action; Preventive Action; Management review				◆					◆			
Monitoring, measurement and analysis		☀					◆				◆	
Management system processes— Documentation; Records												◆
Management system processes— Communication; Training; Awareness						◆						◆

KEY:

Scheduled ◆ Follow Up ☀
 Conducted △ Closed-Out ■