Internal Audit Schedule 2017/2018

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Section	Title	Department	Audit Frequency		Planned Audit 2018											
			Aunually	Bi-Annually	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.1	Understanding the organization & its context		▯													
4.2	Need and expectations of interested parties		▯													
4.3	Scope of QMS		▯													
4.4	QMS & its processes		▯													
5.1	Leadership & commitment		▯													
5.2	Quality policy		▯													
5.3	Roles, responsibilities & authorities		▯													
6.1	Actions to address risk and opportunity		▯													
6.2	Quality objectives		▯													
6.3	Planning of changes		▯													
7.1	Resources		▯													
7.2	Competence		▯													
7.3	Awareness		▯													
7.4	Communication		▯													
7.5	Documented information		▯													
8.1	Operation planning and control		▯													
8.2	Determination of requirements for services		▯													
8.3	Design and development		▯													

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8.4	Control of externally provided products and services		□													
8.5	Service provision		□													
8.6	Release of services		□													
8.7	Control of nonconforming processes/outputs		□													
9.1	Monitoring, measurement, analysis & evaluation		□													
9.2	Internal audit		□													
9.3	Management Review		□													
10.1	Organization shall determine and select OFI		□													
10.2	Nonconformity and corrective action		□													
10.3	Continual improvement		□													

	Signature	Position	Date
Prepared by:		Director	