



TOOL	Example – Internal Audit Master Plan	REV	9-22-2011
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**CORE PROCESSES (Ref ISO Paragraphs)**

					7			Before you begin to develop your internal audit plan, be sure to read and apply our Instructional Supplement <b>“Status &amp; Importance”</b>
					7.1.4			
	5.6	7.2.3			7.2			
	8	8.2.1	7.5	8.5.2	7.3.1	7.4	8.2.2	
Support Processes (ISO Para)								How to collaterally audit support processes (Do this at each process point, unless otherwise noted)
4	X	X	X	X	X	X	X	Findings to be based on <u>all audit evidence</u>
4.2.3	X	X	X	X	X	X	X	Verify correct/current docs are readily available to operators. Verify required records are completed, readily available, stored/forwarded and legible.
5	X	X	X	X	X	X	X	Verify awareness of responsibilities. (Findings on management commitment are made based on <u>all audit evidence</u> )
5.3	X	X	X	X	X	X	X	Verify awareness & relevance of the policy and objectives.
5.4.2	X	X	X	X	X	X	X	Findings based on all audit evidence
5.5	X	X	X	X	X	X	X	Verify awareness of responsibilities
6	X		X		X	X	X	Verify availability of adequate resources.
6.2	X	X	X	X	X	X	X	Verify qualification and training records of process personnel
6.3			X		X			Collect evidence of availability & adequacy of infrastructure and work environment
7.5.1.4			X			X		Verify infrastructure is adequately maintained.
7.5.2			X			X		Verify through observation and records that processes are validated as required
7.5.3			X			X		Verify product and status identification at incoming, in process, storage and shipping. Verify traceability records are maintained, where required.
7.6			X			X		Verify through observation and records identification and current calibration of IMTE in use
8.2.3		X	X	X	X	X	X	Verify methods are in use for determining process effectiveness.
8.3			X			X		Verify NC product is identified, controlled & dispositioned as required.
8.4	X	X	X	X	X	X	X	Verify that process performance data is reported and analyzed
8.5	X	X	X	X	X	X	X	Identify improvements made to process or product



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