**Audit Plan**

**Context**

**Audit Type** (1)**:** | **Criteria:**

**Audit Objectives:**

**Audit Scope** (2)**:**

**Duration:**  | **Auditor Team:**

**Audit Location**:

1 chose between 1st part audit (internal audit) / 2nd part audit (external audit usually done by customers or by others on their behalf) / 3rd part audit (external audit performed by independent organizations such as registrars (certification bodies) or regulators)

2 The scope of an audit is a statement that specifies the focus, extent, and boundary of a particular audit

**Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Description (Processes, Criteria and Participants1)** | **Date and Time** | **Auditor** | **Location** |
| **Opening Meeting** |  |  |  |  |
| **Interviews, observation of activities and document analysis, by process** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Preparation of the report** |  |  |  |  |
| **Closing Meeting** |  |  |  |  |

*1 The audited organization may add other staff elements to the various audit moments if desired.*  *The auditor may request further interviews, with them or other employees, if they deem it necessary to achieve the audit objectives.*