10-Year Internal Audit Programme

1. Forecast audits with a 'P' in the cells C4 to M27. Aim to complete 10 to 12 audits each year.
2. Select the criticality of the audit using the drop-down menu in Column B.
3. Use the drop-down menu in C3 to M3 to select 'P' (Tick), unselect 'Blanks', and click 'OK' to filter the process list in Column A to show those being audited in that year.
4. From the filtered list, select and copy the process names and the criticality ratings into Cell B15 in the Annual Audit Programme.
5. Begin programming your annual internal audits with dates using the next worksheet.

Process Name	Criticality	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Quality Assurance	Normal	✓		✓		✓		✓		✓	
Business Planning	Low		✓			✓			✓		
Sales & Marketing	Normal	✓		✓		✓		✓		✓	
Operational Planning	High	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Business Review	Low			✓			✓			✓	
Improvement	Normal	✓		✓		✓		✓		✓	
Orders & Quotes	Normal		✓		✓		✓		✓		✓
Design	Normal		✓		✓		✓		✓		✓
Procurement	High	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Manufacturing	High	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inspection & Testing	Normal	✓		✓		✓		✓		✓	
Packing & Shipping	High	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Facilities	Normal		✓	✓	✓		✓		✓		✓
Corrective Action	Normal	✓		✓		✓		✓		✓	
Internal Audit	Low	✓			✓			✓			✓
Customer Service	Normal		✓		✓		✓		✓		✓
HR & Training	Normal	✓		✓		✓		✓		✓	
I.T. & Doc Control	Normal		✓		✓		✓		✓		✓
Other 1	Low										
Other 2	Low										
Other 3	Low										
Other 4	Low										
Other 5	Low										
Other 6	Low										

SAMPLE

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Annual Audit Programme (2026)

1. From the filtered list in the 10-Year Audit Programme, select and copy the process names and the criticality ratings into Cell B9 in the Annual Audit Programme to populate Column B & C.
2. Starting in Cell D9 to H9, use the drop-down menu to select the required information. You can modify lists of names shown in the drop-down menus by editing the input lists in F35 to F44, and H35 to H44.
3. Enter the audit date in Cell I9. Calculations in Cell O9 will show the audit notification date 2-weeks prior to the audit date. Cell Q9 will show the audit report completion deadline 5-days after the audit.
4. In Cell J9, use the drop-down menu to select the audit duration. Use Cell K9 to N9 to capture the opening and closing meeting location and times.
5. The information entered will populate the Gantt chart in T to OE. The purple bar shows the overall duration between the dates in O9 and Q9. The green bar overlays the purple bar based on progress %age entered in Cell R9. The orange cells correspond to additional days needed to complete the audit process, based on the progress %age.

											Opening Meeting		Closing Meeting				
Ref.	Process Name	Criticality	Type of Audit	Audit Method	Lead Auditor	Internal Auditor	Auditee	Audit Date	Duration		Time	Location	Time	Location	Notify Auditee By	Audit Report Link	Complete Report By	Audit Progress
IA1	Quality Assurance	Normal	System Audit	Conducting interviews	James P	Aurther W	Tom L	25 Jan 26	½ hour		08:30:00	Meeting Room 2	09:00:00	Meeting Room 2	11 Jan 26		30 Jan 26	100%
IA2	Sales & Marketing	Normal	Regulatory Audit	Conducting document reviews	Mary J	Gary T	Sam W	15 Feb 26	6 hours		09:30:00	Meeting Room 1	15:30:00	Meeting Room 1	1 Feb 26		20 Feb 26	100%
IA3	Operational Planning	High	Follow-up Audit	Sampling of outputs	Aurther W	Jane E	Simon T	22 Mar 26	2 hours		10:15:00	Meeting Room 4	12:15:00	Meeting Room 4	8 Mar 26		27 Mar 26	80%
IA4	Improvement	Normal	Supplemental Audit	Observing work performed	Gary T	Tim B	Margaret D	22 Apr 26	3 hours		11:30:00	Meeting Room 6	14:30:00	Meeting Room 6	8 Apr 26		27 Apr 26	25%
IA5	Procurement	High	Customer Audit	Completing checklists	Tim B	Emma G	Derek B	17 Jun 26	2 hours		14:00:00	Meeting Room 4	16:00:00	Meeting Room 4	3 Jun 26		22 Jun 26	0%
IA6	Manufacturing	High	Process Audit	Observing work performed	Rod Y	Greg A	Ben D	8 Jul 26	½ hour		08:30:00	Meeting Room 7	09:30:00	Meeting Room 7	24 Jun 26		13 Jul 26	0%
IA7	Inspection & Testing	Normal	Process Audit	Completing checklists	Emma G	Gemma Q	Kimberly Q	19 Aug 26	1 hour		10:00:00	Meeting Room 3	11:00:00	Meeting Room 3	5 Aug 26		24 Aug 26	0%
IA8	Packing & Shipping	High	Process Audit	Conducting document reviews	Greg A	James P	Brian T	24 Sep 26	3 hours		13:00:00	Meeting Room 5	16:00:00	Meeting Room 5	10 Sep 26		29 Sep 26	0%
IA9	Corrective Action	Normal	Supplemental Audit	Conducting document reviews	Gemma Q	Mary J	Peter G	14 Oct 26	1 hour		10:45:00	Meeting Room 6	11:45:00	Meeting Room 6	30 Sep 26		19 Oct 26	0%
IA10	Internal Audit	Low	Process Audit	Sampling of outputs	James P	Aurther W	Sam W	18 Nov 26	3 hours		08:30:00	Meeting Room 5	11:30:00	Meeting Room 5	4 Nov 26		23 Nov 26	0%
IA11	HR & Training	Normal	Follow-up Audit	Conducting document reviews	Mary J	Gary T	Ben D	9 Dec 26	1½ hours		14:30:00	Meeting Room 2	16:00:00	Meeting Room 2	25 Nov 26		14 Dec 26	0%
IA12																		
IA13																		
IA14																		
IA15																		
IA16																		
IA17																		
IA18																		
IA19																		
IA20																		
IA21																		
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