1. What's in the Toolkit

This document is the master index for the Internal Audit Management Toolkit. It lists every file, its location, format, and purpose. Keep this file at the root of the toolkit folder for quick reference.

Start here: Read the Getting Started Guide (folder 01) for setup instructions, or the Manager's Implementation Guide (folder 02) for a strategic deployment plan.

2. Folder Structure

Folder	Contains	Purpose
01 Get Started	3 files (2 guides + 1 deck)	Deployment planning, setup workflow, and team orientation
02 Reference Guides	1 guide	Strategic deployment: phased rollout, governance, change management, and success metrics
03 Procedures	4 procedures	Documented procedures for internal auditing, management review, corrective action, and improvement
04 Forms	14 forms (13 Word + 1 deck)	Templates for audit plans and reports, management review, corrective action, root cause analysis, and improvement
05 Tools	8 Excel workbooks	Programme (RACI, scheduling, Gantt), clause-to-evidence map, 305-question checklist, process audit, management review, CAR tracker, PFMEA, lessons learned
06 Dashboard	1 HTML file	Interactive analysis: 17 charts, CSS heatmap, Gantt timeline, severity filter, rich tooltips
07 User Guides	6 guides (PDF)	Sheet-by-sheet and column-by-column references for the dashboard and each Excel workbook
08 Training	19 training decks	Auditor training (6), ISO 9001 clause training (7), dashboard training (1), Excel tool training (5)

3. Complete File Index

Folder	Doc No.	Filename	Purpose
01	—	Internal_Audit_Getting_Started_Guide.docx	Step-by-step setup workflow, audit workflow, annual cycle checklist, and quick reference card
01	—	Internal_Audit_Getting_Started_Training.pptx	20-slide orientation: toolkit contents, lifecycle, setup steps, scoring, dashboard, ownership
01	—	Internal_Audit_Toolkit_README.docx	This document — master index, folder structure, complete file index, reading paths, data flow
02	—	Internal_Audit_Managers_Implementation_Guide.docx	Strategic deployment: prerequisites, phased rollout, training, change management, success metrics
03	P0920-01	P0920-01_Internal_Auditing.docx	Audit procedure: roles, scoring criteria, audit types, supplier audits, corrective action linkage
03	P0930-01	P0930-01_Management_Review.docx	Management review procedure: cadence, agenda, clause 9.3.2 inputs, 9.3.3 results, action tracking
03	P1020-01	P1020-01_Corrective_Action.docx	Corrective action procedure: severity classification, containment, RCA method selection, closure, effectiveness
03	P1030-01	P1030-01_Improvement.docx	Improvement procedure: OFI sources, evaluation, prioritisation, implementation, effectiveness

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Folder	Doc No.	Filename	Purpose
04	F0920-01	F0920-01_Internal_Audit_Plan.docx	Per-audit plan: objectives, scope, criteria, dates, audit team, auditee contacts, evidence-collection methods
04	F0920-02	F0920-02_Internal_Audit_Report.docx	Per-audit report: executive summary, findings, nonconformities, OFIs, audit conclusion
04	F0930-02	F0930-02_Management_Review_Minutes.docx	Per-meeting record: attendees, inputs considered, determinations, decisions, and actions
04	F0930-03	F0930-03 Management Review Presentation.pptx	21-slide cascade pack derived from the minutes — decisions and actions for the wider organisation
04	F1020-02	F1020-02_Corrective_Action_Report.docx	Per-event CAR record: identification, severity, containment, RCA, action, closure, effectiveness
04	F1020-03	F1020-03_A3_Action_Plan.docx	Quick fix for low-risk issues: describe, contain, correct — applied within 15 days
04	F1020-04	F1020-04_5-Whys_Worksheet.docx	Root cause analysis for medium-risk issues: structured 5-Whys, completed within 30 days
04	F1020-05	F1020-05_8D_Worksheet.docx	8 Disciplines for complex, high-risk problems: first three steps in 3 days, remainder within 57
04	F1020-06	F1020-06_Action_Items_Log.docx	Per-CAR action tracker: implement, verify, accountability, planned and actual dates, status
04	F1020-07	F1020-07_Fishbone_Ishikawa.docx	Categorical cause-and-effect analysis (6Ms) — typical for Major CARs
04	F1020-08	F1020-08_Supplier_Corrective_Action.docx	SCAR record for supplier-attributable nonconformances — operates with the supplier programme
04	F1020-10	F1020-10_Effectiveness_Review.docx	30/60/90-day post-close-out review confirming the corrective action prevented recurrence
04	F1030-01	F1030-01_Improvement_Activity_Form.docx	Per-initiative record: OFI source, scope, owner, methodology, success criteria, outcome
04	F1030-02	F1030-02_Process_Assessment.docx	Process effectiveness assessment: inputs, outputs, risks, effectiveness level, approval
05	F0920-03	F0920-03_Internal_Audit_Programme.xlsx	5 sheets: Guidance, Process Matrix (RACI), Input Lists, 10-Year Programme, Annual Programme + Gantt
05	F0920-04	F0920-04_Clause_to_Evidence_Map.xlsx	3 sheets: Instructions, Clause Map (35 sub-clauses, 4.1–10.2), Coverage Dashboard
05	F0920-05	F0920-05_Internal_Audit_Checklist.xlsx	6 sheets: Guidance, 305-question Master Checklist, Result Charts, Process Report, Action Report, Question Guidance
05	F0920-06	F0920-06_Process_Audit_Template.xlsx	Turtle diagram process audit: inputs, outputs, resources, risks, KPIs, effectiveness
05	F0930-01	F0930-01_Management_Review_Tool.xlsx	4 sheets: Guidance, Programme & Agenda, Action Log & Gantt Chart, Dashboard
05	F1020-01	F1020-01_Corrective_Action_Tracker.xlsx	3 sheets: Guidance, Corrective Action Tracker (50 records), Corrective Action Plan

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