

Audit Plan – Internal / External Audit

Type of Audit	
Organization	
Site to be audited	
Scope	
Date	
Contact Person	
Auditors	

Time Schedule	Content	Auditors / Participants
From: To:	Welcome and Opening Dialog Define Procedure of the Audit	
From: To:	<p>Content of the Audit</p> <p>Objectives:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Subjects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures (SOPs / Hands-on): Which ones? <input type="checkbox"/> Resources, roles & responsibilities <input type="checkbox"/> Primary data management <input type="checkbox"/> Projects (Which one) <ul style="list-style-type: none"> <input type="checkbox"/> Experimental plan <input type="checkbox"/> Analysis plan & results <input type="checkbox"/> Programs (Documentation) 	
From: To:	Auditor(s) evaluation of the results (Meeting Auditors) for preliminary communication to the audited site.	
From: To:	Final post-audit discussion of the results with the audited site.	
Not later than one week after the audit	Draft of the audit results sent to the audited site for review	
Not later than one week after sending the draft	Final report agreed and available to all parties	