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This audit schedule is divided up to reflect the sections of the ISO 9001:2008 standard. You should determine which of these sections are of the greatest importance to your business; in other words, which processes, should there be problems, will affect your customers the most. These are the processes that your company must make certain remain stable and consistent. You might wish to schedule these key processes for additional audits, perhaps two or even three times per year. This internal audit schedule should be developed further to ensure relevance to your company.

Section No.	Title	Dept/Section	Audit Frequency		Planned Audit										
			Annually	Bi-annually	Month	Jan	Feb	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.1	General														
4.2	Documentation														
5.1	Management Commitment														
5.2	Customer Focus														
5.3	Quality Policy														
5.4	Planning														
5.5	Responsibility, Authority, and Communication														
5.6	Management Review														
6.1	Provision of Resources														
6.2	Human Resources														

Section No.	Title	Dept/Section	Audit Frequency		Planned Audit										
			Annually	Bi-annually	Month	Jan	Feb	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6.3	Infrastructure														
6.4	Work Environment														
7.1	Product Development Planning														
7.2	Customer Related Processes														
7.3	Design and Development														
7.4	Purchasing														
7.5	Production and Service Provision														
7.6	Control of measuring and Monitoring Devices														
8.1	Measurement, Analysis, and Improvement														
8.2	Monitoring and Measuring														
8.3	Control of Non-conforming Product														
8.4	Analysis of Data														

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Section No.	Title	Dept/Section	Audit Frequency		Planned Audit										
			Annually	Bi-annually	Month	Jan	Feb	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.5	Continual Improvement, Preventive and Corrective Actions														

Prepared By	Signature	Position	Date
		Quality Manager	