

INTERNAL AUDIT PLAN

This Plan is prepared by the Audit Coordinator (QA Manager) and shared with auditor(s) to prepare for an upcoming audit. From this Plan, materials and information can be shared with the auditee (lab manager/supervisor) so both parties will be prepared and time saved. When possible, a desk review of some materials will occur prior to the on-site audit.

Heading	Content
Purpose	
Scope	
Activities to be Audited	
Reference Requirements	
Auditor(s)	
Schedule	
Sampling Plan	
QA Approval and Date	