

## Internal Audit Plan-Industrial Example

**Organization:** ABC, Inc.

**Audit Date:** 4/2/2016

**Audit Scope:** Melting Operations

**Audit Criteria:** ISO 50001:2011, Sections 4.4.3, 4.4.6, 4.5.2, 4.5.4, 4.5.5, 4.5.6, 4.5.7, 4.6.1, 4.7 and associated company EnMS procedures and related documentation.

**Audit Objective:** Evaluate and determine the implementation and effectiveness of management of the Significant Energy Use-Melting Operations

**Audit Team:** Carol Brown (Lead); Dianna Johnson

Process or Area to be Audited	Start Time/ End Time	Auditor(s)	Requirements (Criteria) to be Audited	Documentation References
Opening Meeting	1:15 – 1:30 PM	Everyone Invited		

Process or Area to be Audited	Start Time/ End Time	Auditor(s)	Requirements (Criteria) to be Audited	Documentation References
Energy Management Representative	1:30 – 2:30 PM	Carol	Energy Planning – process for determining significance,  Energy Planning – objectives, targets, and action plans	Energy Planning Procedure  Record of SEUs  Objectives and targets setting  Action plans
Human Resources (Training Coordinator and EHS Coordinator)	1:30 – 3:00 PM	Dianna	Competence, awareness and training	Training procedure  Training records  Awareness records  Contractor training records  Sign-in sheets  Visitor and contractor video
Maintenance (Technicians)  Melting Operations (Supervisors and Operators)	2:30 – 4:00 PM	Carol	Operational control and maintenance	PM System  Melting Operations Procedures

Process or Area to be Audited	Start Time/ End Time	Auditor(s)	Requirements (Criteria) to be Audited	Documentation References
Construction & Facilities Management  Purchasing	3:00 – 3:45 PM	Dianna	Design and Procurement	Design process – Gate 2 and 3  Purchasing specs  Supplier evaluation criteria
Melting Operations Management	3:45 – 4:30 PM	Dianna	Monitoring, measurement and analysis	Measurement plan 2014  Melter VI monitoring records and analysis records
Operations VP  Plant Manager	4:00 – 4:30 PM	Carol	Management review	Management review records  Management review procedure
Audit Team Meeting	4:30 – 4:45 PM	Carol Dianna		
Closing Meeting	4:45 – 5:00 PM	Everyone Invited		