

L2 Step 4.4 Example Internal Audit Schedule

Note: This is an example of an annual Internal Audit Schedule for an organization that conducts EnMS internal audits on a monthly basis. Internal audits must be conducted at planned intervals, such as monthly, quarterly, annually or at some other frequency consistent with the organization’s needs. The organization must define the intervals for conducting their internal audits.

| EnMS Internal Audit Schedule: 20XX | | | | Prepared by: <i>Matt Brown</i> | | | | Initial Issue Date: 12/31/20XX Update Date(s): 2/15/20XX; 3/30/20XX | | | | |
|--|------------|------------|------------|--------------------------------|------------|------------|------------|--|------------|------------|------------|------------|
| EnMS Process & Performance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Energy planning | | | △ | | | | ◆ | | | | ◆ | |
| Management responsibility; Energy policy | | | | ◆ | | | | | | ◆ | | |
| Management of significant energy uses | | ■ | | | | ◆ | | | | ◆ | | |
| Objectives, targets, action plans and other energy performance improvements | | | | | ◆ | | | | | | ◆ | |
| Operations; Design; Procurement | ■ | | | | | | | ◆ | | | | |
| Management system processes— Internal audit; Corrective action; Preventive Action; Management review | | | | ◆ | | | | | ◆ | | | |
| Monitoring, measurement and analysis | | ☀ | | | | | ◆ | | | | ◆ | |
| Management system processes— Documentation; Records | | | | | | | | | | | | ◆ |
| Management system processes— Communication; Training; Awareness | | | | | | ◆ | | | | | | ◆ |

KEY:

- Scheduled ◆
- Conducted △
- Follow Up ☀
- Closed-Out ■