Internal audit programme

All records

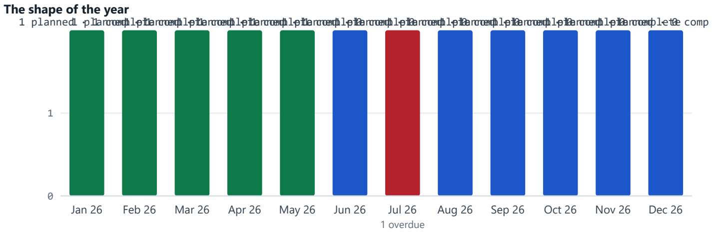
CAPSULEM8
CM8-293 · Internal Audit Programme
August 9, 2026

AUDITS IN THE PROGRAMME	PROGRAMME COMPLETION	AUDITS OVERDUE	HIGH-RISK COVERAGE GAPS	FINDINGS RAISED
12	**63%**	**1**	**1**	**12**
programme year 2026 · 8 processes	5 of 8 due by now · target 95%	oldest: Maintenance, Jul 2026	Calibration — 1 planned, 2 required	1 major

INDEPENDENCE EXCEPTIONS
1
Maintenance

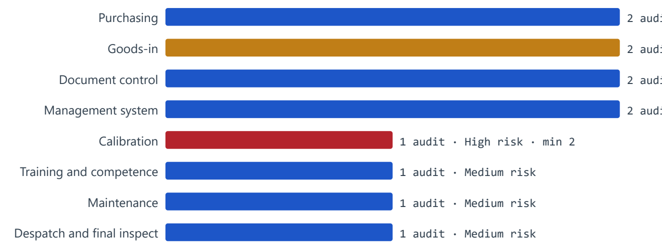
12 of 12 record(s) included. All records. Amounts in USD.

The shape of the year

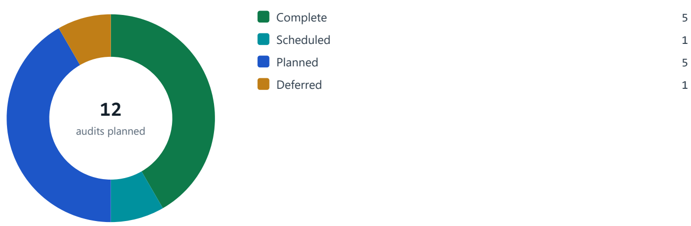


A programme with four audits in one month and none either side was written in a spreadsheet, not against a production calendar. Flatten it before the year starts. A programme with four audits in one month and none either side was written in a spreadsheet, not against a production calendar. Flatten it before the year starts.

Audits planned per process

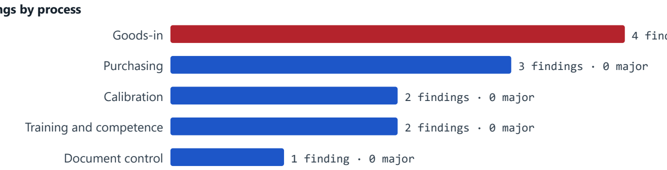


Red means a high-risk process has fewer audits in the programme than your own minimum. That is the coverage gap, and it is the one thing a programme is supposed to prevent. Red means a high-risk process has fewer audits in the programme than your own minimum. That is the coverage gap, and it is the one thing a programme is supposed to prevent.



Deferred and cancelled slices are the honest ones. A programme showing only planned and complete usually means the audits that did not happen were quietly deleted. Deferred and cancelled slices are the honest ones. A programme showing only planned and complete usually means the audits that did not happen were quietly deleted.

Findings by process



This is next year's programme talking to you. Processes that produce findings deserve more audits; processes that have been clean three years running probably deserve fewer. This is next year's programme talking to you. Processes that produce findings deserve more audits; processes that have been clean three years running probably deserve fewer.

The audit programme

MONTH	REF	SCOPE OR PROCESS	TYPE	RISK	AUDITOR	INDEP.	ACTUAL DATE	SLIPPED	STATUS	FINDINGS	MAJORS
Jan 2026	IA-2026-01	Purchasing	Process	Medium	J. Mensah	✓	2026-01-14	0	Complete	3	0
Feb 2026	IA-2026-02	Goods-in	Process	High	R. Whitfield	✓	2026-02-10	0	Complete	4	1
Mar 2026	IA-2026-03	Document control	System	Low	J. Mensah	✓	2026-03-21	0	Complete	1	0
Apr 2026	IA-2026-04	Calibration	Process	High	A. Ferreira	✓	2026-05-09	+9	Complete	2	0
May 2026	IA-2026-05	Training and competence	Process	Medium	R. Whitfield	✓	2026-05-12	0	Complete	2	0
Jun 2026	IA-2026-06	Management system	System	Medium	J. Mensah	✓	—	–	Deferred	–	–
Jul 2026	IA-2026-07	Maintenance	Process	Medium	Maintenance lead	—	—	–	Planned ⚠	–	–
Aug 2026	IA-2026-08	Goods-in	Follow-up	High	R. Whitfield	✓	—	–	Scheduled	–	–
Sep 2026	IA-2026-09	Despatch and final inspection	Product	Medium	A. Ferreira	✓	—	–	Planned	–	–
Oct 2026	IA-2026-10	Purchasing	Supplier	Medium	J. Mensah	✓	—	–	Planned	–	–
Nov 2026	IA-2026-11	Management system	System	Medium	J. Mensah	✓	—	–	Planned	–	–
Dec 2026	IA-2026-12	Document control	Process	Low	A. Ferreira	✓	—	–	Planned	–	–

Coverage check

PROCESS	RISK	AUDITS PLANNED	COMPLETE	MINIMUM REQUIRED	SHORTFALL	LAST AUDIT	NEXT PLANNED
Calibration	High	1	1	2	1 short	2026-05-09	nothing further planned
Goods-in	High	2	1	2	0	2026-02-10	Aug 2026
Despatch and final inspection	Medium	1	0	–	–	never	Sep 2026
Maintenance	Medium	1	0	–	–	never	Jul 2026
Management system	Medium	2	0	–	–	never	Nov 2026
Purchasing	Medium	2	1	–	–	2026-01-14	Oct 2026
Training and competence	Medium	1	1	–	–	2026-05-12	nothing further planned
Document control	Low	2	1	–	–	2026-03-21	Dec 2026
Totals		**12**	**5**		**1**		

Audit programme

YEAR	REF	SCOPE	TYPE	RISK	PLANNED	AUDITOR	AUDITOR INDEPENDENCE	ACTUAL	STATUS	FINDINGS	MAJORS	DEFERRED BECAUSE	OVERDUE	SLIPPED (DAYS)	MAJ
2026	IA-2026-01	Purchasing	Process	Medium	2026-01-01	J. Mensah	Yes	2026-01-14	Complete	3.0	0.0	—	–	0	

YEAR	REF	SCOPE	TYPE	RISK	PLANNED	AUDITOR	AUDITOR INDEPENDENCE	ACTUAL	STATUS	FINDINGS	MAJORS	DEFERRED BECAUSE	OVERDUE	SLIPPED (DAYS)	MAJ
2026	IA-2026-02	Goods-in	Process	High	2026-02-01	R. Whitfield	Yes	2026-02-10	Complete	4.0	1.0	—	–	0	Major ra
2026	IA-2026-03	Document control	System	Low	2026-03-01	J. Mensah	Yes	2026-03-21	Complete	1.0	0.0	—	–	0	
2026	IA-2026-04	Calibration	Process	High	2026-04-01	A. Ferreira	Yes	2026-05-09	Complete	2.0	0.0	—	–	9	
2026	IA-2026-05	Training and competence	Process	Medium	2026-05-01	R. Whitfield	Yes	2026-05-12	Complete	2.0	0.0	—	–	0	
2026	IA-2026-06	Management system	System	Medium	2026-06-01	J. Mensah	Yes	—	Deferred	0.0	0.0	Certification body moved the surveillance visit into the same month; running both would have taken the quality team off the floor for a fortnight. Rescheduled to November.	–	–	
2026	IA-2026-07	Maintenance	Process	Medium	2026-07-01	Maintenance lead	No	—	Planned	0.0	0.0	—	Overdue	–	
2026	IA-2026-08	Goods-in	Follow-up	High	2026-08-01	R. Whitfield	Yes	—	Scheduled	0.0	0.0	—	–	–	
2026	IA-2026-09	Despatch and final inspection	Product	Medium	2026-09-01	A. Ferreira	Yes	—	Planned	0.0	0.0	—	–	–	
2026	IA-2026-10	Purchasing	Supplier	Medium	2026-10-01	J. Mensah	Yes	—	Planned	0.0	0.0	—	–	–	
2026	IA-2026-11	Management system	System	Medium	2026-11-01	J. Mensah	Yes	—	Planned	0.0	0.0	—	–	–	
2026	IA-2026-12	Document control	Process	Low	2026-12-01	A. Ferreira	Yes	—	Planned	0.0	0.0	—	–	–	

Notes

Sample programme — replace every entry with your own before relying on it or circulating it.

This is a planning and coverage record. A programme shown as complete proves the audits took place, not that they were any good — coverage, competence and the quality of the questions asked all sit outside anything this tool can measure. Risk ratings, minimum frequencies and independence judgements are yours. This is an internal record-keeping and planning aid, not a certification audit, not an audit report, and not legal or regulatory advice.