

**INTERNAL AUDITING ACTIVITY PLAN
For PROCEDURE AUDITS (PRM-W001)**

1. **Preparing for the audit:** Auditor will schedule audit with the department contact and confirm with Internal Audit Notification ([PRM-F100](#)). Copy of Internal Audit Notification is forwarded to Process Management Coordinator. Meet with your audit teammate, if applicable, to review the Procedural Audit Interview Checklist ([PRM-F110](#)) and to prepare questions for the audit. *Be sure to obtain the following necessary paperwork from the website or Process Management System Coordinator:*
 - Internal Quality Audits Procedure ([PRM-P001](#)).
 - Copy of the procedure(s) being audited.
 - Procedural Audit Interview Checklist ([PRM-F110](#)).
 - Previous audit's questions and answers, if any.
 - Copies of any corrective actions presented to department being audited.
 - Internal Audit Report from previous audit, if any.
 - External Document List.
 - Check for any particular element(s) of the standard that pertains to the procedure(s) being audited.

2. **During the audit:** Conduct opening meeting restating scope/objective of the audit. Along with any previous corrective actions presented to the department being audited, check for any concerns/observations mentioned in the previous audit. Have the corrective actions and/or concerns/observations been taken care of? Refer to the forms listed under the ASSOCIATED DOCUMENTS AND RECORDS RETENTION TABLE in the body of the procedure being audited and for other documents to be reviewed. *Helpful hints:*
 - Refer to the last audit's questions and answers for any concerns/observations that need to be followed up on.
 - Verify that any revisions to procedures have been implemented.
 - Verify retention information.
 - Remind the department to fill out the Internal Audit Feedback Form ([PRM-F106](#)), which will be handed out at the closing, to help us continually improve.
 - Always ask questions about district and departmental goals, customer satisfaction and improvements to the process that have taken place or could be implemented.

Conduct closing meeting giving positive feedback, observations and explain corrective actions if applicable.

3. **After the audit:** Schedule enough time to fill out paperwork immediately following the audit. If you worked with a teammate, both auditors must sign the same Internal Audit Report ([PRM-F108](#)) prior to submitting to the lead auditor. *The following forms are available from the website:*
 - Internal Audit Report ([PRM-F108](#))
 - CMCSS Internal Audit Correction Report ([PRM-F109](#))

Remind them again to fill out the Internal Audit Feedback Form to help us to continually improve.