

[organization name]

### Appendix 3 – Audit Plan

Audit objective:	
Audit method:	
Audit team:	
1. [name], [job title], team leader	
2. [name], [job title], team member	
3. [name], [job title], team member	
4. [name], [job title], observer	
Date of Audit Plan approval:	

Commented [14A1]:

Commented [14A2]:

Commented [14A3]: For example: ISO 14001:2015 standard.

Commented [14A4]:

Commented [14A5]:

Commented [14A6]: Signature is only needed if the record is in paper form.

Commented [14A7]:

No.	Audited process/area	Time	Auditor name
1			
2			
3			
4			
5			
6			
7			
Closing meeting			