

APPENDIX I
Sample Internal Audit Spreadsheet

2008 \ 2009 \

B	A	B	C	D	E
1	Internal Audit Schedule 2009				
2	Rev:	12/11/2008			
3					
4	Month	Area/System	Performed	Report	Status
5	January	DOS/Complaints/NCRs/CAPAs			
6		Computer systems			
7		Logbooks			
8		10% data package audit - Metals and Wet Chem			
9		Expired reagents/Dessicators			
10					
11	February	DOS/Complaints/NCRs/CAPAs			
12		AIQ/Calibration/PM/Facilities			
13		Logbooks			
14		10% data package audit - LC/IC/R			
15					
16	March	DOS/Complaints/NCRs/CAPAs			
17		Complaints and Customer Service			
18		Logbooks			
19		10% data package audit - GC/GCMS/LCMS			
20					
21	April	DOS/Complaints/NCRs/CAPAs			
22		Reference standards/Reagents			
23		Logbooks			
24		10% data package audit - Metals and Wet Chem			
25		Expired reagents/Dessicators			
26					
27	May	DOS/Complaints/NCRs/CAPAs			
28		Sample controls/storage/environmental			
29		Logbooks			
30		10% data package audit - LC/IC/R			
31					
32	June	DOS/Complaints/NCRs/CAPAs			
33		Report generation			
34		Logbooks			
35		10% data package audit - GC/GCMS/LCMS			
36					
37	July	DOS/Complaints/NCRs/CAPAs			
38		Vendor qualification/Purchasing			
39		Logbooks			
40		10% data package audit - Metals and Wet Chem			
41		Expired reagents/Dessicators			
42					
43	August	DOS/Complaints/NCRs/CAPAs			
44		Document control/Test methods			
45					