Name of MDA: ………………..
Internal Audit Unit

Form 9: Calculation of Working Days Available for Internal Audit (For AIAP)

No.	Position	Number of staff	Working days	Leave days	Working days available	Working days for follow-up and managerial work	Working days available for Audit	Total available Working days
(1)	(2)	(3)	(4)	(5)	(6 = 4 - 5)	(7)	(8= 6-7)	(9=3x8)
1	Director/HIA /CAE	1	200	15	185	45	140	140
2	Deputy /Asst. Director	1	200	15	185	45	140	140
3	Auditor	2	200	15	185	20	165	330

Prepared by and date
(Auditor)

Verified by and date
(AD/DD)

Approved by and date
(HIA/CAE)