

Name of MDA:

Internal Audit Unit

Form 16: Internal Audit Execution Plan

Name of Office/Project:

Audit area:

1. Introduction:**2. Audit Objectives:****3. Audit Scope:****4. Detail audit program: Form 15**, which is integral part of this plan, provides details of audit execution.**5. Timing of the audit:** This audit is scheduled to start on (20....). All tests, verifications, and field observation will be completed by (.... of....) and preliminary report will be issued by (.... of.....).**6. Audit resources:** (Mr./Ms.) will lead this audit. Auditors (Mr. / Ms.....) and (Mr. / Ms.....) will be in audit team. As there are some technical aspects involved in this audit, expert of the area (Mr. /Ms.) will be supporting for the execution of this audit and preparing the audit report as well on technical aspects.**7. Working days:** The working days of audit manager (Deputy Director/ Asst. Director) and auditors were estimated during the preparation of the annual internal audit plan. The estimation of working days to execute this audit plan/program along with the previous estimate, for example, is tabled below:

No.	Position	As per annual plan	Estimated working days as per Audit steps			
			Planning	Execution	Reporting	Total
1						
2						
3						

Prepared by and date
(Auditor)Verified by and date
(AD/DD)Approved by and date
(HIA/CAE)