

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)