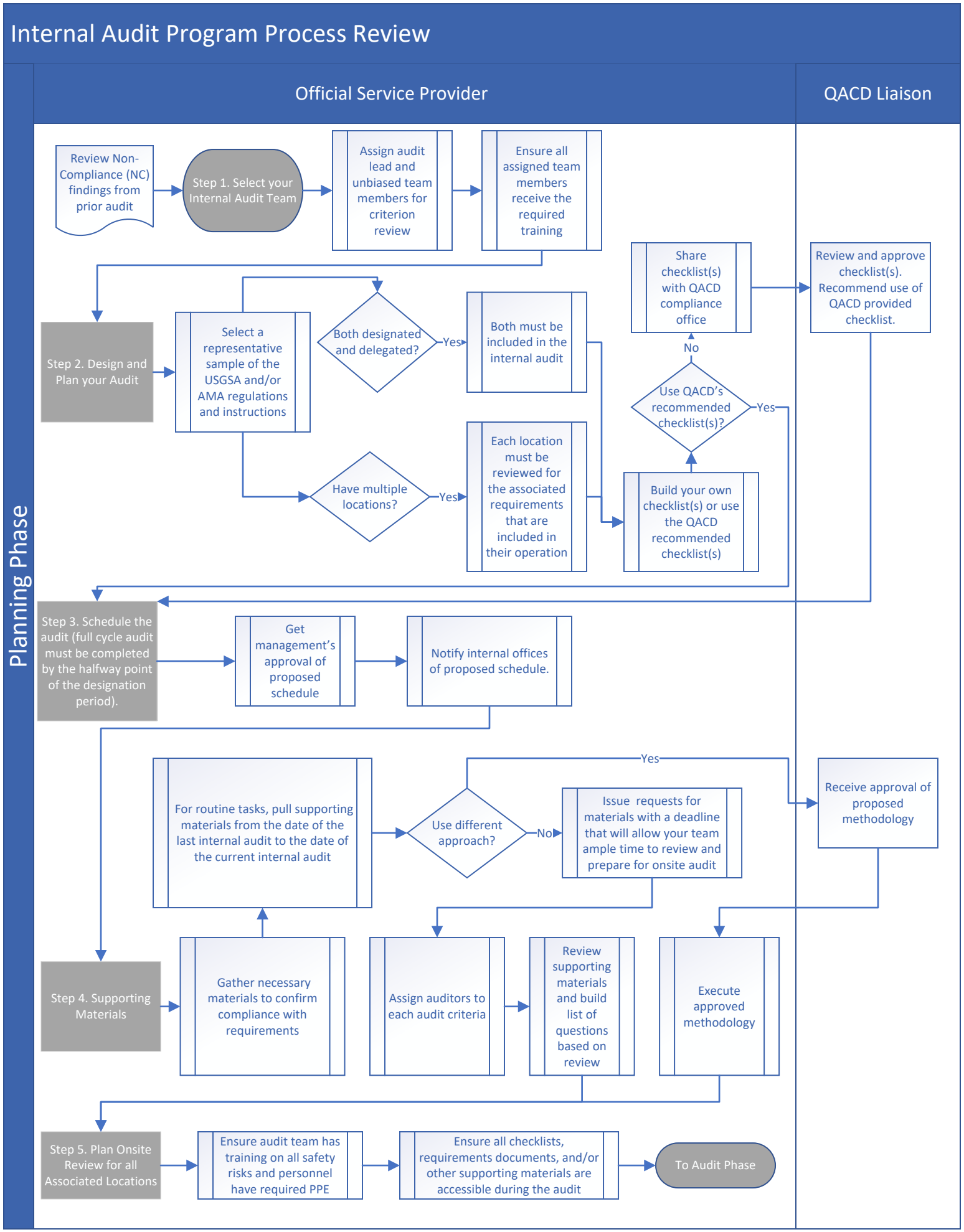
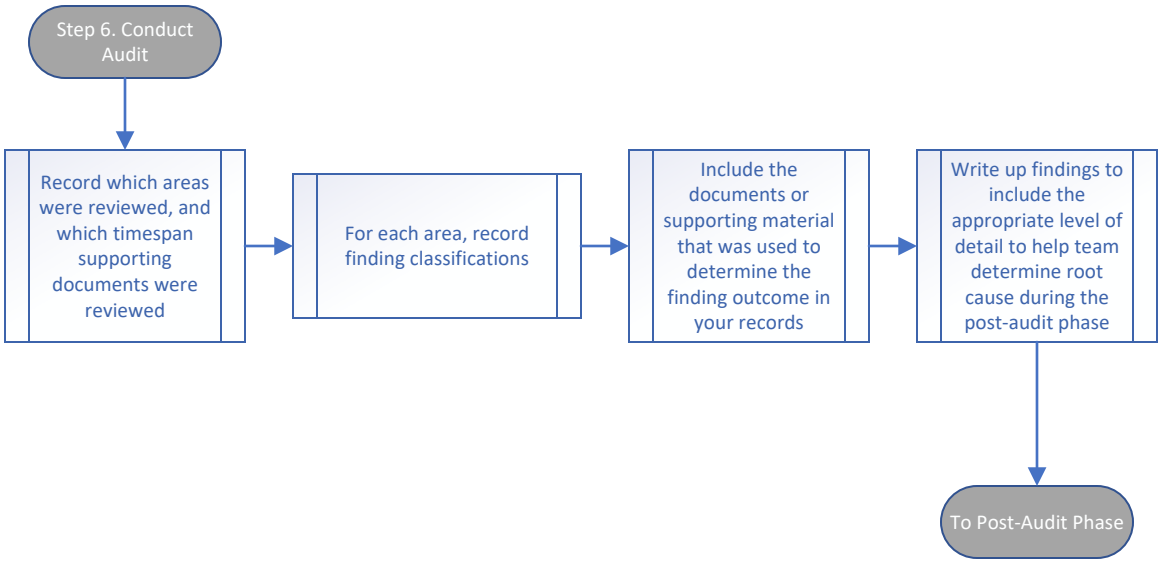
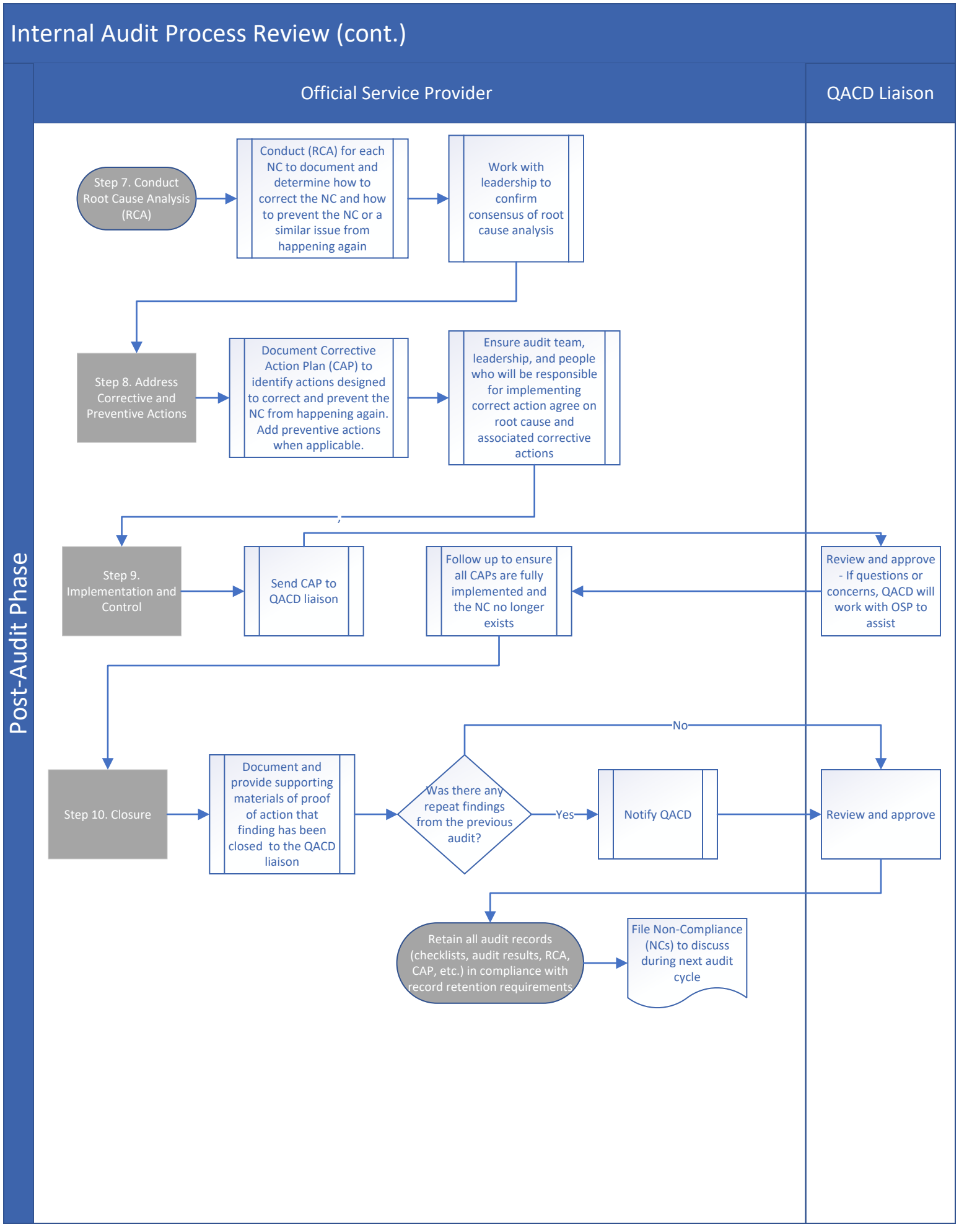

Internal Audit Program Process Review
Planning Phase
Official Service Provider
QACD Liaison
Review Non-Compliance (NC) findings from prior audit
Step 1. Select your Internal Audit Team
Assign audit lead and unbiased team members for criterion review
Ensure all assigned team members receive the required training
Step 2. Design and Plan your Audit
Select a representative sample of the USGSA and/or AMA regulations and instructions
Both designated and delegated?
Yes
Both must be included in the internal audit
Have multiple locations?
Yes
Each location must be reviewed for the associated requirements that are included in their operation
Build your own checklist(s) or use the QACD recommended checklist(s)
Use QACD's recommended checklist(s)?
Yes
No
Share checklist(s) with QACD compliance office
Review and approve checklist(s). Recommend use of QACD provided checklist.
Step 3. Schedule the audit (full cycle audit must be completed by the halfway point of the designation period).
Get management's approval of proposed schedule
Notify internal offices of proposed schedule.
For routine tasks, pull supporting materials from the date of the last internal audit to the date of the current internal audit
Use different approach?
No
Issue requests for materials with a deadline that will allow your team ample time to review and prepare for onsite audit
Yes
Receive approval of proposed methodology
Step 4. Supporting Materials
Gather necessary materials to confirm compliance with requirements
Assign auditors to each audit criteria
Review supporting materials and build list of questions based on review
Execute approved methodology
Step 5. Plan Onsite Review for all Associated Locations
Ensure audit team has training on all safety risks and personnel have required PPE
Ensure all checklists, requirements documents, and/or other supporting materials are accessible during the audit
To Audit Phase

Internal Audit Process Review (cont.)

Audit Phase

Official Service Provider	QACD Liaison



Internal Audit Process Review (cont.)