

EOTA - Business Form

	Document Title: EOTA Internal Audit Calendar
	Document Number: REG-005 Rev. 11_0120
Document Owner: Elizabeth Sousa Backup Owner: David Rocha	Approvers: Melissa Otero
Parent Document: P-007, Internal Audit Process	Notify of Changes: QAM
Referenced Documents: N/A	

Revision History:

Rev.	Description of Change
A	Intitial Release.
08_0310	FY 2008 Audit Schedule implemented. Change of Backup Document Owner.
08_0915	FY 2009 Audit Schedule implemented. Status and Importance internal audits scheduled more frequently as recommended by External Audit (John Russell). Added ISDP-005 to audit schedule.
09_1111	FY 2010 Audit Schedule implemented.
11_0120	2011 Audit Schedule implemetned.

- D Desk Study** An off-line review of the process to confirm compliance with the applicable Standard.
- A Auditee** An "interview" based audit with a Process owner / Designee to review the practice as compared with the process documentation. This may include a review of the process and a sampling of the related records.
- R Record** A review of the output of the process that serves as "objective evidence" that the process is being followed. The record review may consist of a sampling of all or some of the process-related records.
- S Status and Importance** Internal audits listed with A/S or A/I require more frequent audits.
- C Complete**
- I Results of Previous Audits**

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Doc #	Process
MGTP-002	Skill-Set/Training
MGTP-003	Control of Customer Property
MGTP-005	EOTA Inventory Control Process
MGTP-006	EOTA Key Control Process

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Doc #	Process
ADMP-001	Procurement Process
ADMP-002	Vendor Selection and Management Process
ADMP-003	Receiving/Inspection Process
ADMP-004	Travel Process

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Doc #	Process
ITTP-011	Student Support
ITTP-012	Graphic Design Support
ITTP-014	Network Maintenance Support
ITTP-015	Website Development/Maintenance
ITTP-016	WBT Programming
ITTP-017	Application Programming
ITTP-018	Media Inventory Control

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Doc #	Process
ISDP-001	Course Design Process
ISDP-002	Product Realization Process
ISDP-005	Training Analysis Process
ISDP-010	Course-Analysis Initiation Process
ISDP-011	Exercise Course Implementation Process
ISDP-012	ISD Course Implementation Process
ISDP-013	WBT Course Implentation Process
ISDP-014	Course Evaluation and Close-Out Process
ISDP-015	WBT-ILT-EX Course Desgin Process
ISDP-016	ILT Course Development Process
ISDP-017	Exercise Development Process
ISDP-018	WBT Course Development Process

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Doc #	Process
QAMP-001	Periodic Reports
QAMP-002	Project/Course Maintenance Process

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Doc #	Process
P-001	Document Control Process
P-002	Control of External Documents
P-003	Control of Records
P-004	Business System Management Review
P-005	Customer Satisfaction
P-006	Measurement, Analysis, and Improvement Process
P-007	Internal Audit Process
P-008	Corrective Action and Preventive Action
P-009	Internal Communications
P-010	Process Deviation Process
P-011	Material/Product Process (NCRM)
P-012	Process/Continual Improvement
Q-001	Quality Manual
Q-002	Quality Policy
Q-003	EOTA Processes - Sequence and Interaction / Continual Improvement