

**Department of Communications FY2013 Internal Audit Schedule**

5 November through 9 November 2012: The auditor shall perform the pre-audit document review.

14 November through 15 November 2012: The auditor shall perform the onsite audit.

16 November through 21 November 2012: The auditor will draft the audit report and submit to EMS Coordinator for review and concurrence.

26 November through 28 November 2012: The EMS Coordinator will review and concur or request changes.

29 November through 30 November 2012: The auditor will finalize the audit report and submit to EMS Coordinator.

<b>Date and Time</b>	<b>OFEE Requirements/ Subject</b>	<b>Document(s) to Review</b>	<b>Person(s) to Interview</b>	<b>Location</b>	<b>Auditor(s)</b>
11/14/2012 8:30 – 9:00am	Inbrief		Greg Falzetta, EMS Coordinator and Office of Sustainable Energy and Environmental Programs (OSEEP) Associate Director		
11/14/2012 1 hr	Document review issues; Scope; Head count; Corrective actions from previous audits	Corrective action records, including evidence of completed actions			
11/14/2012 1 hr	Policy; EMS Manual	DOC's Policy; EMS Manual	Greg Falzetta, EMS Coordinator		
11/14/2012 1 hr	Objectives, targets and metrics	Procedures and/or programs for objectives, targets and metrics	Person(s) responsible for development and implementation		
Noon – 1pm	Break for lunch				
11/14/2012 1 hr	Monitoring and reporting	Procedure(s) for monitoring and measurement	Person(s) responsible for policy development		
Noon – 1pm	Break for lunch				
11/14/2012 2 hrs	Allocation of resources; Accountability	Programs/Procedure(s) for resources, roles, responsibility and authority; budgets, organization charts	“Senior” person(s) responsible for each major environmental programs: energy, water, green purchasing, waste reduction/recycling		
11/14/2012 1 hr	Management review	Management review agenda, schedule, and notes	Greg Falzetta, EMS Coordinator		
11/15/2012 1 hr	Internal Audit	Procedure(s) for internal audit and internal audit reports			
11/15/2012 1 hr	Corrective and Preventive Action	Procedure(s) for corrective and preventive actions	Greg Falzetta, EMS Coordinator		
11/15/2012 1 hr	Legal and Other Requirements and Evaluation of Compliance	Procedure(s) for evaluation of compliance	Greg Falzetta, EMS Coordinator		

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11/15/2012 1hr	Training and Awareness	Procedure(s) for training and awareness			
Noon – 1pm	Break for lunch				
11/15/2012 1 hr	Communication	Procedure(s) for internal and external communication	Person who handles external communication		
11/15/2012 1 hr	Documentation and Control	Procedures for documentation and control			
11/15/2012 (2:15-2:45 pm)	Management commitment; Internal Communication; Resources, Roles Responsibility, Authority		Mary Pleffner, Director, Office of Administrative Services		
11/15/2012 1.5 hrs	Prep time for outbrief				
11/15/2012 4:30 – 5:00pm	Outbrief		EMS Coordinator and the OSEEP Associate Director		

Notes:

All interviews will be conducted at the Herbert C. Hoover Building