



INTERNAL AUDIT SCHEDULE 2016

QMS System Documentation	Process Owner	Date	Auditor
Quality Manual	<i>Rosemary/Declan</i>		
<i>Customer Focus</i>			
<i>Leadership</i>			
<i>Engagement of People</i>			
<i>Continual Improvement</i>			
<i>Process Approach</i>			
<i>Evidence-Based Decision Making</i>			
<i>Relationship Management</i>			
Quality Policy	<i>Rosemary/Declan</i>		
Customer Charter	<i>Rosemary/Declan</i>		
QMS Process	Process Owner	Date	Auditor
Training and Development	<i>Ber</i>		
Documentation Control	<i>Teresa</i>		
Continual Improvement	<i>Sandra</i>		
Purchasing and Supplier Management	<i>Bridie</i>		
Communications	<i>Rosemary/Declan</i>		
Internal Audit/Self-assessment	<i>Valerie</i>		
Key Business Processes	Process Owner	Date	Auditor
Accounts Receivable	<i>Sean/Michelle/Tanya</i>		
Banking and Treasury	<i>Liam/Maria</i>		
Budget Support Process	<i>Declan/Valerie</i>		
Full Economic Costing	<i>Valerie</i>		
Capital Projects Accounting Process	<i>Liam</i>		
Expense Claims and Payments Process	<i>Patrick</i>	29/06/2016	ASM
Financial Reporting and Audits Process	<i>Liam</i>		
Financial Systems Control Process	<i>Ber/Niamh/Teresa</i>	29/06/2016	ASM
Fixed Assets Control Process	<i>Liam/Maria</i>	29/06/2016	ASM
Procurement Control Process	<i>Majella</i>	29/06/2016	ASM
Purchasing Control Process	<i>Bridie</i>	29/06/2016	ASM
Purchase Payments Process (AP)	<i>Olivia</i>	29/06/2016	ASM
Research Finance Process	<i>Sandra</i>	29/06/2016	ASM
Staff and Pensions Payroll Process	<i>Catriona</i>	29/06/2016	ASM
Student Fees Process	<i>Clare</i>	29/06/2016	ASM

ASM Chartered Accounts on behalf of HRB/SFI (Audit Report dated 29/6/2016)