



**INTERNAL AUDIT SCHEDULE 2019**

<b>QMS System Documentation</b>	<b>Process Owner</b>	<b>Date</b>	<b>Auditor</b>
<b>Quality Manual</b>	<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>			
<b>Quality Policy</b>	<i>Rosemary/Declan</i>		
<b>Customer Charter</b>	<i>Rosemary/Declan</i>		
<b>QMS Process</b>	<b>Process Owner</b>	<b>Date</b>	<b>Auditor</b>
<b>Training and Development</b>	<i>Ber</i>		
<b>Documentation Control</b>	<i>Teresa</i>		
<b>Continual Improvement</b>	<i>Sandra</i>		
<b>Purchasing and Supplier Management</b>	<i>Rosemary</i>		
<b>Communications</b>	<i>Rosemary/Declan</i>		
<b>Internal Audit/Self-assessment</b>	<i>Eimear</i>		
<b>Key Business Processes</b>	<b>Process Owner</b>		
<b>Accounts Receivable</b>	<i>Thomas/Michelle/Tanya</i>	Sept 2019	C&AG
<b>Banking and Treasury</b>	<i>Liam/Sinead</i>	Sept 2019	C&AG
<b>Budget Support Process</b>	<i>Declan/Thomas</i>		
<b>Full Economic Costing</b>	<i>Thomas</i>		
<b>Capital Projects Accounting Process</b>	<i>Liam</i>	Sept 2019	C&AG
<b>Expense Claims and Payments Process</b>	<i>Liam</i>	Sept/May	Deloitte/C&AG/ASM
<b>Financial Reporting and Audits Process</b>	<i>Liam</i>	Sept 2019	C&AG
<b>Financial Systems Control Process</b>	<i>Ber/Niamh/Teresa</i>		
<b>Fixed Assets Control Process</b>	<i>Liam/Sinead</i>	Sept/May	Deloitte/C&AG/ASM
<b>Procurement Control Process</b>	<i>Majella</i>	Sept/May	C&AG/ASM
<b>Purchasing Control Process</b>	<i>Mary</i>	Sept/May	C&AG/ASM
<b>Purchase Payments Process (AP)</b>	<i>Olivia</i>	Sept/May	C&AG/ASM
<b>Research Finance Process</b>	<i>Sandra</i>	Sept/May/May & Oct	C&AG/ASM/Mazars
<b>Staff and Pensions Payroll Process</b>	<i>Catriona</i>	Sept/May	C&AG/ASM
<b>Student Fees Process</b>	<i>Clare</i>		
<b>IT Control Processes :</b>			
<b>Finance System – Agresso</b>	<i>Ber</i>		
<b>Payroll System – CorePay</b>	<i>Catriona</i>		
<b>Fees System – SI (SAM)</b>	<i>Clare</i>	Nov	Price Waterhouse Coopers