GEMINI Innovation & Leadership	Gemini Communications Ltd	
	Internal Audit Schedule	
Schedule No:	Date: 20-09-2010	Page 1 of 1

It is proposed to conduct internal audit as per the following schedule to verify the compliance to quality management systems in our organization.

The opening and closing meeting will be conducted as noted below. All the HODs / auditors / auditees are required to attend the same without fail.

DATE	TIME	AREA	AUDITEE	AUDITOR

CC: All auditors / Auditees / Notice Board / MD

Prepared By	Approved By