



Example Record

INTERNAL AUDIT REPORT

<i>Audit Activity</i>	<i>Internal review, corrective action follow up, etc.</i>	<i>Date</i>	
<i>Process Owner</i>	This is the person and section to be audited such as Purchasing, Operations or Sales.		
<i>Audit Criteria</i>	What specifically is being audited?		
<i>Auditor(s)</i>	Who is conducting the audit?		
<i>Audit Scope</i>	This could be a particular SOP, such as " All suppliers shall be approved and logged in the Approved Supplier Register".		
<i>Audit Trail/Log</i>	How was the audit conducted – document review, interviews, site walk through and inspection?		
<i>Observations</i>	What was found during the audit?		
<i>Audit Status</i>	Satisfactory	Minor NC	Major NC
<i>Corrective Actions required.</i>	If issues were found, what needs to be fixed?		
<i>Corrective Actions closed</i>	Have the above issues been fixed and closed out?		
<i>Next Audit</i>			
<i>Signed</i>		<i>Date</i>	



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