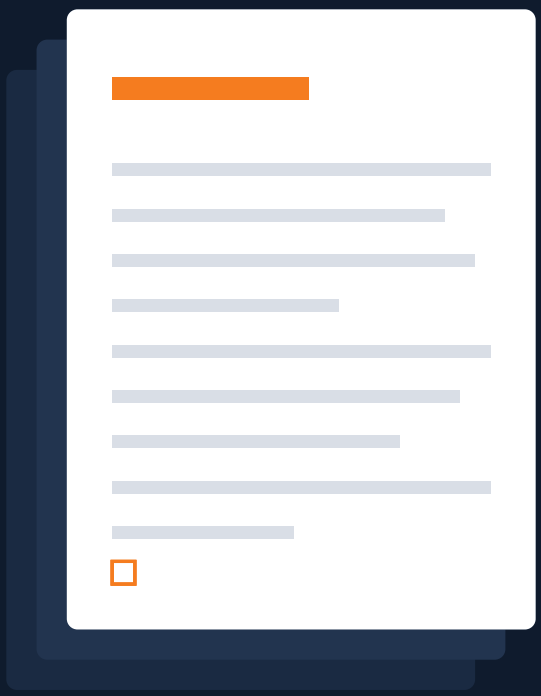
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FREE TEMPLATE

QUALITY & COMPLIANCE

Internal Audit Checklist & Report

Audits operations against standards to prove readiness before certification.

PRIMARY FOCUS

Auditing operations vs standards

BEST FOR

Pre-certification readiness

About this template

This template covers the full internal audit: plan, checklist, findings and report. Auditors must be independent of the area audited. Every finding needs objective evidence, and every nonconformity needs a corrective action.

Detail	
Primary focus	Auditing operations vs standards
Best for	Pre-certification readiness

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Audit no.		**Audit date(s)**	
Area / process audited		**Standard / criteria**	
Lead auditor		**Auditee**	

01 Audit Plan

Objective		**Scope**	
Criteria		**Audit team**	
Opening meeting		**Closing meeting**	

02 Audit Checklist

GUIDANCE *Write questions that require evidence, not yes/no answers.*

Clause	Question / requirement	Evidence reviewed	C	NC	OFI
[7.5]	*[How are documents approved before issue?]*				
[7.2]	*[Show training records for ...]*				

C = Conforms · NC = Nonconformity · OFI = Opportunity for improvement

03 Findings

#	Type	Clause	Finding (with objective evidence)	CAR no.
1	*[Major NC / Minor NC / OFI]*			

04 Audit Summary

Overall conclusion	
Strengths noted	
Number of NCs (major / minor)	
Number of OFIs	

05 Follow-up

CAR no.	Action owner	Due	Verified by	Closed

06 Sign-off

Role	Name	Signature	Date
Lead Auditor			
Auditee / Process Owner			
Quality Manager			

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