

Your Logo

INTERNAL AUDIT REPORT

██████████ - STEP ONE: ██████████

Process to Audit (Audit Scope): DESIGN & DEVELOPMENT	
Audit Date(s):	Lead Auditor:
Audit #:	Other Auditor(s) on Team:
Applicable Clauses ██████████	
8.3 Design & Development	List Inputs to the process: Customer RFQ, Market Research, Sales, Specifications-Plans-Instructions, New Product Tests and Results
Applicable Sections of ██████████	
██████████	
██████████	

List any ██████████	
██████████	██████████

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[REDACTED] - STEP TWO: [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
In general, [REDACTED] [REDACTED]		
Review [REDACTED] [REDACTED] [REDACTED]		
Review [REDACTED] [REDACTED] [REDACTED]		

Indicate [REDACTED]

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[REDACTED] - STEP THREE: [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Does the organization [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	During the design and development planning, does the organization [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	... in respect of organization, [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	... [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Where appropriate, due to complexity, does the organization [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	For each element, [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Does this analysis consider [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Does the organization [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Is planning output [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Are the different design and development tasks [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Are inputs relating to [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Do these inputs include : <ul style="list-style-type: none">• [REDACTED]• [REDACTED]• [REDACTED]	[REDACTED]	[REDACTED]

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INTERNAL AUDIT REPORT

Compare the requirements of ISO 9001 and AS9100, the QMS Manual and other documentation against what employees are actually doing in everyday practice.			
Requirement Reference	Question	Y/N or n/a	Evidence or Notes Sheet Ref. #
	• [REDACTED]		
[REDACTED]	Are these [REDACTED]		
[REDACTED]	Are requirements [REDACTED]		
[REDACTED]	Are the outputs of design and development provided in a form that [REDACTED]		
[REDACTED]	Do the design and development outputs: ... [REDACTED]		
[REDACTED]	... [REDACTED]		
[REDACTED]	... [REDACTED]		
[REDACTED]	... [REDACTED]		
[REDACTED]	... [REDACTED]		
[REDACTED]	Is all pertinent data required to [REDACTED] [REDACTED] for example: [REDACTED]		
[REDACTED]	At suitable stages, are [REDACTED] [REDACTED] ... [REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	... [REDACTED]		

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Compare the requirements of ISO 9001 and AS9100, the QMS Manual and other documentation against what employees are actually doing in everyday practice.

Requirement Reference	Question	Y/N or n/a	Evidence or Notes Sheet Ref. #
██████████	Do participants ██████████		
AS9100 ██████████	Are records ██████████		
██████████	Is verification performed ██████████		
██████████	Are records ██████████		
██████████	Is design and development validation ██████████		
██████████	Wherever practicable, is validation ██████████		
██████████	Are records ██████████		
██████████	At the completion of design and/or development, does the organization ██████████		
██████████	Where tests are necessary for verification and validation, are ██████████ prove the following: <ul style="list-style-type: none"> • ██████████ • ██████████ • ██████████ • ██████████ • ██████████ 		
██████████	Are design and development ██████████		

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INTERNAL AUDIT REPORT

Compare the requirements of ISO 9001 and AS9100, the QMS Manual and other documentation against what employees are actually doing in everyday practice.			
Requirement Reference	Question	Y/N or n/a	Evidence or Notes Sheet Ref. #
[REDACTED]	Are the changes [REDACTED]		
[REDACTED]	Does the review of design and development changes include [REDACTED]		
[REDACTED]	Does the organization's [REDACTED]		

Review [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED] - STEP FOUR: [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
Are the inputs [REDACTED]		[REDACTED]
Are the inputs [REDACTED]		
Are the process steps [REDACTED]		
Are there sufficient [REDACTED]		
Does the process [REDACTED]		
Does the process [REDACTED]		
Are process [REDACTED]		
Does the process [REDACTED]		
Are [REDACTED]		
Who [REDACTED]		
What [REDACTED]		
Is the process [REDACTED]		
Are individuals [REDACTED]		
Do individuals [REDACTED]		
How is [REDACTED]		
Are the [REDACTED]		
Who [REDACTED]		
Indicate any [REDACTED]		
[REDACTED]		
[REDACTED]		

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STEP FIVE: [REDACTED]

NONCONFORMITIES	
RFS #	[REDACTED]
[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]
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[REDACTED]	[REDACTED]
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STEP FIVE: [REDACTED]

[REDACTED]	[REDACTED]
<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	[REDACTED]
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<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	[REDACTED]
<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	[REDACTED]
<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	[REDACTED]

STEP SIX: [REDACTED]

All auditors [REDACTED]

Lead Auditor: [REDACTED]

Audit report [REDACTED]

Signature of Lead Auditor

Date

STEP SEVEN: [REDACTED]

The completed audit report [REDACTED]
[REDACTED]

Audit report sent to:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] _____

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NOTES PAGE

Note #	Notes, evidence, findings, comments, etc.

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