

## INTERNAL AUDIT REPORT

**██████████ - STEP ONE: ██████████**

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

<b>List any</b> ██████████	
██████████	██████████

**- STEP TWO:**

In general,		
Review		
Review		

Indicate

**- STEP THREE:**

	Does the organization		
	During the design and development planning, does the organization		
	... in respect of organization,		
	...		
	Where appropriate, due to complexity, does the organization		
	For each element,		
	Does this analysis consider		
	Does the organization		
	Is planning output		
	Are the different design and development tasks		
	Are inputs relating to		
	Do these inputs include :		
	•		
	•		
	•		

# 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. #
	<ul style="list-style-type: none"> <li>...</li> </ul>		
	Are these ...		
	Are requirements ...		
	Are the outputs of design and development provided in a form that ...		
	Do the design and development outputs: ...		
	...		
	...		
	...		
	...		
	...		
	Is all pertinent data required to ... for example: ...		
	...		
	At suitable stages, are ...		
	...		
	...		

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"><li>• ██████████</li><li>• ██████████</li><li>• ██████████</li><li>• ██████████</li><li>• ██████████</li></ul>		
██████████	Are design and development ██████████		

Your Logo

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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.**

<b>Requirement Reference</b>	<b>Question</b>	<b>Y/N or n/a</b>	<b>Evidence or Notes Sheet Ref. #</b>
[REDACTED]	Are the changes [REDACTED] [REDACTED]		
[REDACTED]	Does the review of design and development changes include [REDACTED] [REDACTED]		
[REDACTED]	Does the organization's [REDACTED] [REDACTED]		

<b>Review</b>	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**- STEP FOUR:**

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

## STEP FIVE:

[illegible]



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**STEP FIVE:**

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**STEP SIX:**

All auditors

Lead Auditor:

Audit report

\_\_\_\_\_  
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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