

## INTERNAL AUDIT REPORT

 **- STEP ONE:** 

<b>Process to Audit (Audit Scope): MANUFACTURING/PRODUCTION</b>	
<b>Audit Date(s):</b>	<b>Lead Auditor:</b>
<b>Audit #:</b>	<b>Other Auditor(s) on Team:</b>
<b>Applicable Clauses of AS9100 Standard:</b>	
8.1 Operational Planning and Control 8.5.2 Identification & Traceability 8.5.3 Property Belonging to Customers 8.5.4 Preservation 8.6 Release of Products and Services 8.7 Control of Nonconforming Outputs	<b>List Inputs to the process:</b> <div></div>
<b>Applicable Sections of </b> <div><b>:</b></div>	
<div><b>:</b></div>	
<b>Process Owner:</b>	

<b>List any other applicable documents, if any:</b>	
<b>Document Title</b>	<b>Revision</b>

**- STEP TWO:**

Read the applicable sections of the Company documents, including [REDACTED] Compare with the applicable clauses of [REDACTED]		
Question	Y/N	Evidence or Notes Sheet Ref. #
In general, does the Company [REDACTED] [REDACTED]		
Review any customer requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company [REDACTED]		
Review any statutory or regulatory requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company [REDACTED] [REDACTED]		

Indicate [REDACTED]

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**- STEP THREE:**

Compare the requirements of [REDACTED] and [REDACTED] [REDACTED]			
Requirement Reference	Question	Y/N or n/a	Evidence or Notes Sheet Ref. #
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		

Compare the requirements of [REDACTED] and [REDACTED]			
Requirement Reference	Question	Y/N or n/a	Evidence or Notes Sheet Ref. #
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		
Clause 8.1	[REDACTED]		
Clause 8.5.2	[REDACTED]		
Clause 8.5.2	[REDACTED]		
Clause 7.5.4	[REDACTED]		
Clause 7.5.4	[REDACTED]		
Clause 7.5.4	[REDACTED]		
Clause 8.5.4	[REDACTED]		
Clause 8.5.4	[REDACTED]		
Clause 8.5.4	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		

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. #
Clause 8.6	[REDACTED]		
Clause 8.6	Do records indicate the person(s) authorizing release [REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	When key characteristics have been identified, are they monitored and controlled?		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		
Clause 8.6	[REDACTED]		

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. #
Clause 8.6			
Clause 8.6			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7			
Clause 8.7	When nonconforming product is corrected, is there evidence that it is subject to re-verification to demonstrate conformity to the requirements?		
Clause 8.7			
Clause 8.7			
Clause 8.7			

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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. #
Clause 8.7	Is product dispositioned for scrap conspicuously and permanently marked, or positively controlled, until physically rendered unusable?		
Clause 8.7			
Clause 8.7			

Review previous audits for this process. Review previous			
Add additional here, based on the previous audits,			
Requirement Reference	Question	Y/N	Evidence or Notes Sheet Ref. #

## - STEP FOUR:

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RFS #	Describe finding as you want it to appear in [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] [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] [REDACTED] [REDACTED] [REDACTED]

\_\_\_\_\_

[illegible]



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

## STEP SIX: [REDACTED]

All auditors on the audit team must [REDACTED]

Lead Auditor: review the completeness of this report prior to [REDACTED]

Audit report reviewed and ready for submission:

\_\_\_\_\_  
Signature of Lead Auditor

\_\_\_\_\_  
Date

## STEP SEVEN: [REDACTED]

The completed audit report must [REDACTED]  
[REDACTED]

[REDACTED]

☒ [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.