

Your Logo

INTERNAL AUDIT REPORT

[REDACTED] - STEP ONE: [REDACTED]

Process to Audit (Audit Scope): PURCHASING	
Audit Date(s):	Lead Auditor:
Audit #:	Other Auditor(s) on Team:
Applicable Clauses of AS9100 Standard:	
8.4.1 Control of Externally Provided... 8.4.3 Information for External Providers	List Inputs to the process: [REDACTED]
Applicable Sections of [REDACTED]	
[REDACTED]	
Process Owner:	

List any other applicable documents, if any:	
Document Title	Revision

[REDACTED] - STEP TWO: [REDACTED]

Read the applicable sections of the Company documents, including [REDACTED]		
Question	Y/N	Evidence or Notes Sheet Ref. #
In general, does the Company [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]		

Indicate any suggestions for [REDACTED]

[REDACTED] - STEP THREE: [REDACTED]

Compare the requirements of [REDACTED] and [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clause 8.2.2	[REDACTED]		
Clause 8.2.2	[REDACTED]		
Clause 8.4.1	[REDACTED]		

Compare the requirements of [REDACTED] and [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	Sheet Ref. #
Clause 8.4.1	[REDACTED]		
Clause 8.4.1	[REDACTED]		
Clause 8.4.3	[REDACTED]		
Clause 8.4.3	[REDACTED]		
Clause 8.4.3	[REDACTED]		
Clause 8.4.3	[REDACTED]		
Clause 8.4.3	[REDACTED]		

Review previous audits for [REDACTED]			
Add [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED] - STEP FOUR: [REDACTED]

Review the applicable [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	Sheet Ref. #
Are the inputs [REDACTED]			
Are the inputs [REDACTED]			
Are the process [REDACTED]			
Are there sufficient [REDACTED]			

Does the process		
Does the process		
Are process		
Does the process		
Are		
Who has		
What are the		
Is the process		
Are individuals		
Do individuals		
How is the		
Are the		
Who		
Indicate		
Provide		
of the process.		
List	A/R	

STEP FIVE:

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

STEP FIVE:

[Redacted]

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

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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]

NOTES PAGE

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

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