

## INTERNAL AUDIT REPORT

 **- STEP ONE:** 

<b>Process to Audit (Audit Scope): PURCHASING</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>	
8.4.1 Control of Externally Provided... 8.4.3 Information for External Providers	List Inputs to the process: <div></div>
<b>Applicable Sections of </b> <div></div>	
<div></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		
Question	Y/N	Evidence or Notes Sheet Ref. #
In general, does the Company		
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		
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		

Indicate any suggestions for

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**- STEP THREE:**

Compare the requirements of			
Clause 8.2.2			
Clause 8.2.2			
Clause 8.4.1			

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]			

Your Logo

# INTERNAL AUDIT REPORT

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		
List		

## STEP FIVE:

[illegible]

## STEP FIVE:

[illegible]

## STEP SIX:

All auditors on the audit team must

Lead Auditor: review the completeness of this report prior to

Audit report reviewed and ready for submission:

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

\_\_\_\_\_  
Date

## STEP SEVEN:

The completed audit report must

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NOTES PAGE

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