

Your Logo

# INTERNAL AUDIT REPORT

**██████████ - STEP ONE: ██████████**

<b>Process to Audit (Audit Scope): INTERNAL AUDITING</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>	
8.2.2 Internal Audit	List Inputs to the process: ██████████
<b>Applicable Sections of the Quality Manual:</b>	
<b>Revision of Quality Manual:</b>	
<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 the Quality Manual. Compare with the applicable clauses of AS9100.		
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 documentation [REDACTED]		
Review any [REDACTED] that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the Company documentation [REDACTED]		

**Indicate any suggestions for [REDACTED]**

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**- STEP THREE:**

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



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<b>Indicate any</b> [REDACTED]
<b>Provide brief details on</b> [REDACTED].
<b>List Records Reviewed – attachments A/R</b>

## STEP FIVE: [REDACTED]

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

**STEP FIVE:** [REDACTED]

[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]
<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 on the audit team must [REDACTED]

Lead Auditor: [REDACTED] findings show [REDACTED] questions are answered.

Audit report reviewed and approved: \_\_\_\_\_

Signature of Lead Auditor

\_\_\_\_\_ Date

## STEP SEVEN: [REDACTED]

*The completed audit report must be submitted to the managers responsible for the areas audited, as well as any other appropriate persons.*

### Audit report sent to:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Quality Manager (for logging) | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> HR              |
| <input type="checkbox"/> Business Manager                         | <input type="checkbox"/> Admin. Asst.       | <input type="checkbox"/> Product Manager |
| <input type="checkbox"/> Production Manager                       | <input type="checkbox"/> Accounting Manager | <input type="checkbox"/> Purchasing      |
| <input type="checkbox"/> Facilities Manager                       | <input type="checkbox"/> EH&S Manager       | <input type="checkbox"/> Contracts       |
| <input type="checkbox"/> Other: _____                             |   |  |

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## NOTES PAGE

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

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