

## 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: <div></div>
<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] [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] [REDACTED]		

Indicate any suggestions for [REDACTED]

--

**- STEP THREE:**

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

**- STEP FOUR:**

[illegible]

Your Logo

# INTERNAL AUDIT REPORT

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

## STEP FIVE:

[illegible]

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questions are

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:

☒ **Quality Manager (for logging)**

☐ **Operations Manager**

☐ **HR**

☐ **Business Manager**

☐ **Admin. Asst.**

☐ **Product Manager**

☐ **Production Manager**

☐ **Accounting Manager**

☐ **Purchasing**

☐ **Facilities Manager**

☐ **EH&S Manager**

☐ **Contracts**

☐ **Other:** \_\_\_\_\_

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NOTES PAGE

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

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