Internal audit report template

DOCUMENT TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Audit details

The area, site or process audited, the date, the auditor, and the people interviewed.

Scope and criteria

What the audit covered and didn't, and what it was checked against, such as named policies, procedures, obligations or a standard.

Method

How the audit was done, such as documents read, work observed, people interviewed, and which records were sampled and how many.

Summary

Two or three sentences on the overall result, with the number of findings of each grade.

Findings

For each finding: its number, grade (major or minor nonconformity, or observation), what was found, the evidence, and the criterion it doesn't meet.

Good practice

What the area does well, so it can be kept and shared.

Previous findings

Whether each action from the last audit was closed and worked.

Corrective actions

For each nonconformity: the action agreed, its owner and its due date, as entered in the corrective action register.

Sign-off

The auditor's and area manager's names, signatures and dates, and the date the report was sent to the owner.