

[organization name]

Appendix 4 – Internal Audit Process Checklist

	Test or Calibration	Standard	Date of Audit	Name of	Pass or Fail
1	e.g. Liquid Dye Penetrant Testing		1/18/18	Bill Jones Inspector, ASNT level II 4/12/2011	Pass
2	ex Magnetic Particle Inspection		1/18/18	Magnetic Particle Test Unit. Last calibrated 5/15/2017 Fred Smith Inspector NADCAP Level II 2/15/2015	Pass
3	e.g. Radiography	Radiographic Test	1/19/18	Reggie Brown X-ray Tech. ASNT level II	Pass
4					
5					
6					
7					
8					
9					
10					

Commented [170251]: Select a number of tests or calibrations to audit during each internal audit.

Commented [170252]: Include the full name of the test or calibration.

Commented [170254]: Give the name, number and

Commented [170255]: List all

Commented [170253]: Include name, number and year of publishing the specification.

Commented [170257]: Give the audit result.

Commented [170256]: Show name, job title and evidence of qualification of person.