

[organization name]

## Appendix 5 – Internal Audit Report

<b>Audit scope:</b>	e.g. Product Testing Laboratory at [organization's name]				
<b>Objectives:</b>	e.g. To ensure that product tests are carried out according to procedures and specifications by trained competent laboratory personnel using serviceable calibrated equipment.				
<b>Audit team:</b>	<table border="0"><tr><td>1.) [name of auditor], team leader</td><td><b>Date of audit:</b></td></tr><tr><td>2.) [name of auditor], team member</td><td>e.g. March 22, 2017</td></tr></table>	1.) [name of auditor], team leader	<b>Date of audit:</b>	2.) [name of auditor], team member	e.g. March 22, 2017
1.) [name of auditor], team leader	<b>Date of audit:</b>				
2.) [name of auditor], team member	e.g. March 22, 2017				
<b>General observations:</b>					
<p>[Blurred text]</p>					
<b>Good practices identified:</b>					
e.g. Laboratory employees were observed to be using written job instructions for all of the tests they performed and					

**Commented [170251]:** If you want to find out more about writing an internal audit report, see:

Writing a good QMS internal audit report  
<http://advisera.com/9001academy/blog/2015/03/17/writing-a-good-qms-internal-audit-report/>

**Commented [170252]:** Insert the names and positions of each audit team member.

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[job title]

[name]

**Commented [170254]:** Name and title of the person filling out this report.

[signature]