

[organization name]

[confidentiality level]

Appendix 2 – Internal Audit Report

Report date:	<i>E.g. May 10, 2022</i>
Internal audit period:	<i>E.g. May 3-7, 2022</i>
	<i>E.g. ISO 22301, BCMS documentation</i>
Recommendations for improvement:	
Results – total number of nonconformities:	<i>E.g. 1</i>
	<i>E.g. CAF-NNN-YYYY</i>

Commented [270011]: To learn more about this topic:

Commented [270012]: The purpose of this report is to

Commented [270013]: Specify the audit team leader if the audit was conducted by several auditors.

Commented [270014]:

Commented [270015]: Areas where no nonconformities have

Commented [270016]: You should include the number of the Corrective Action Form to which the corrective action refers.

Commented [270017]: E.g.: Business Continuity Manager, Security Manager, Information Security Manager, Compliance Officer, Business Unit responsible, etc.

Commented [270018]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.

[job title]

[name]

[signature]