



Document Code No.		
FM-MS U-IIT-IQ A-003		
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AUDIT CHECKLIST

Date Prepared : _____ Date of Audit: _____
 Department/Office : _____
 Document Title/Code No. : _____
 Auditor : _____ Auditee: _____

AUDIT TRAIL	C	O	N	AUDIT FINDINGS/NOTE/REMARKS



**MINDANAO STATE UNIVERSITY
ILIGAN INSTITUTE OF TECHNOLOGY**

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** Legend: C-Conformance O-Observation N-Non-conformance

** Check C or O or N and write the corresponding findings/issue

** Reminder: This checklist is just a guide, you are free (and encouraged) to add more questions as you conduct the actual audit.

** Note to the auditor: Please ensure to check status of open corrective actions from previous internal audit(s). You have the option to close-out the open item if you find that the action(s) taken have been implemented or are effective already.

** Check the following:

- The procedure is followed.
- The forms are completely filled.
- The records have complete signatures of concerned personnel.
- The filing of records generated.

Prepared by:

Internal Auditor

Checked by:

Internal Lead Auditor or QMC