

Internal 1st Party Audit Report

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This template makes provision for 1 question, 1 non-conformance and 1 opportunity for improvement; this can be edited to reflect the outcome of the audit.

[Follow the link here for terms and definitions from ISO 19011:2018\(en\) Guidelines for auditing management systems](#)

Internal 1st Party Audit Report

Date		Audit Title	
Auditor	IRCA 05040814	Auditee	

1 Question/Findings.

Compliance.
Response/Evidence Assessed/Discussed.
Conclusion.

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1 Complete section A for Non-conformance			
Clause / Requirement -			
Characteristic - Taken from the analysis:			
Non-Conformance details.			
Statement of nonconformity -			
Criteria -			
Objective evidence:			
Containment and or correction.			
Root Cause analysis.			
Corrective Action.			
Actionee		Agreed By	
Implementation Target		Implementation Actual	
Follow-up activities.			

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1 Complete section B, potential improvement			
Clause / Requirement -			
Characteristics – Taken from the analysis:			
Potential Improvement details			
Actionee		Agreed By	
Implementation Target		Implementation Actual	
Follow-up activities.			

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2 Media, e.g., Photos

Photo 1	Photo 2
Photo 3	Photo 4
Photo 5	Photo 6
Photo 7	Photo 8

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3 Monitoring, measurement, analysis and evaluation.

Note: Where an issue resolution tracker is used, details of the audit findings should be transferred and retained in the spreadsheet. For non-conformances, they shall include:

- Containment and or correction.
- Root Cause analysis.
- Corrective Action.
- Follow up.