



Document
Code No.

**FM-MS
U-IIT-IQ
A-004**

| Revision No. | Effective Date | Page No. |
|--------------|----------------|----------|
| 00 | 02.20.2020 | 1 of 2 |

INTERNAL AUDIT REPORT (IAR)

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

A. Verify the Effectiveness of the Process

| Review the applicable procedure(s) for this process and answer the questions below. | | |
|--|---------------|-------------------------------|
| Question | Y/N or N/A | Evidences/References if NO |
| • Are the process flow accurate and complete as compared to the true practice? | | |
| • Are there sufficient check steps (inspections, test, reviews, approvals, sign-offs, etc) that ensure the process outputs meet requirements before passing onto the next process? | | |
| • Does the process appear to adequately meet the requirements of ISO 9001 and its documentation? | | |
| • Does the process appear to adequately meet all customer or regulatory requirements? | | |
| • Are the quality objectives or targets identified met? | | |
| • Are the identified risks controlled mitigated? | | |
| OFI (Improvement OR Possible Non-conformance in the Future): | | |

B. Summarize Finding for CAR Form system (The QMC is in-charge of the CAR Form Numbering)

| CAR Form No. | Describe finding as you want it to appear in the CAR Form System. | Type (Major/Minor) |
|--------------|---|--------------------|
| | Requirement: | |
| | Findings: | |



**Document
Code No.**

**FM-MS
U-IIT-IQ
A-004**

Revision No.

00

Effective Date

02.20.2020

Page No.

2 of 2

| | | |
|--|--|--|
| | Evidence/s: | |
| | Requirement: Findings: Evidence/s: | |

C. Review Audit Report and Submit

All auditors on the audit team must submit their and it reports for summary and review by the lead Audit. Review the completeness of this report prior to submitting it to Lead Auditor. Be sure findings show objective evidence, the everything is written clearly and that all checklist question are answered.

Audit Report prepared by (Internal Auditor/Date) : _____

Audit Report conformed by (Process Owner/Auditee/Date) : _____

Audit Report reviewed by (Internal Lead Auditor/Date) : _____