

CAYMAN SYSTEMS

INTERNAL AUDIT # _____

ELEMENT DESCRIPTION: _____

RESPONSIBLE FUNCTION: _____

DATE: _____

(Enter date audit is assigned to audit team)

INTERNAL AUDIT ASSIGNMENT

Audit Team

Senior Auditor: _____

Auditor(s): _____

Scope

The scope of this audit encompasses _____

Senior Auditor fills in above this line.

Senior Auditor and internal auditor jointly fill in below this line.

The checklist below must be completely checked off.

Please check the box at the left of each item, then move on to the next item on this list.

- 1. Contact the area/department to be audited to schedule the audit.
- 2. Choose the audit team(s) or Team is already chosen for you. (Auditors must be independent of area (s) being audited.
- 3. Meet with the auditor(s) and all read internal audit procedures.
- 4. Explain to the audit team that only pages provided in this audit packet should be used for recording of audit findings. Notes may be kept on separate pages. All notes and recordings must be turned in at end of audit.
- 5. Perform audit review of the Quality Manual and specific procedures to verify the scope, duration, and so on of the audit.
- 6. If necessary, supplement the audit checklist with additional items.
- 7. Perform the audit. Be careful not to overlook any physical areas within the scope of the audit.
- 8. Write corrective action requests (CARs) and audit summary report. List CARs on the audit summary report.
- 9. Issue handwritten or typed audit summary report and CARs to audited function supervisor and set date for final review meeting. Issue report to management representative.
- 10. Conduct review meeting and establish re-audit date if non-conformities are noted.
- 11. Conduct re-audit.
- 12. Issue handwritten or typed re-audit summary report to audited function supervisor.
- 13. Conduct review meeting with function supervisor. Issue final audit report to management representative.
- 14. File all notes, reports, checklists, packets, copies of CARs, and so on in one file (under the correct audit number) with the Senior Auditor.

Signed _____ Date _____
(Internal Auditor) (Date of completion of this checklist)

Sample - Courtesy Marc Smith
Cayman Systems -- 513 777-3394