

INTERNAL AUDIT STATUS SHEET

AREA: _____ REPORT # _____

AUDIT TEAM: _____ AUDIT DATE: _____

AUDIT SCOPE: _____

Check off appropriate box and enter the date the activity was completed. The purpose of this check sheet is to provide a current status of the audit and to ensure completion of all steps applicable to the audit.

- _____ Notify auditee of the date and scope of the audit
- _____ Perform desk audit and prepare working papers
- _____ Review past audit history and Corrective/Preventative actions, add to checklist
- _____ Assign audit team members with their respective tasks
- _____ Perform the audit
- _____ Audit team meets to gain consensus on findings
- _____ Write the summary report and Submit to audit coordinator
- _____ Audit coordinator reviews the summary report and the audit trail evidence to determine the corrective action required and modifies the summary report if necessary
- _____ Audit coordinator issues corrective actions and the audit report
- _____ Receipt of proposed correction activity from the auditee
- _____ Review of proposed CAR.
- _____ Follow up
- _____ Closure

RESULT SUMMARY

Findings Category	Qty of Findings	# CARs Issued	# Repeat Findings	CA response Due Date	Follow up Due	CAR Closed Date
1. PROCEDURAL						
2. EQUIPMENT						
3. DOC CONTROL						
4. TRAINING						
5. RECORDS						
6. CLERICAL						
7. OTHER						

NOTES:

ECOs AS A RESULT OF THIS AUDIT:

PROCEDURE	REV	ECO #

PROCEDURE	REV	ECO #

ADDITIONAL COMMENTS FOR MANAGEMENT REVIEW:

Adjustment to audit schedule as a result of audit findings YES NO