

Internal Audit Report (Sample)

ISO 22000:2005 Food Safety Management System

<i>Location / Area / Dept.:</i>		<i>Audit No:</i>		<i>Audit Date:</i>	
<i>Auditor(s) Name</i>	<i>Designation</i>	<i>Auditee Name & Position</i>		<i>Signature</i>	
<i>No: Major NCs:</i>		<i>No: Minor NCs:</i>		<i>No: Observations:</i>	
<i>Audit Findings Summary</i>					
<i>Ref. No</i>	<i>Finding Type - Major NCs; (Add Additional rows if required)</i>				
<i>Ref. No</i>	<i>Finding Type - Minor NCs; (Add Additional rows if required)</i>				
<i>Ref. No</i>	<i>Finding Type - Observations; ; (Add Additional rows if required)</i>				
<i>Audit Recommendations:</i>					
<i>Finding Type (Major/Minor NCs or Observations)</i>	<i>Ref. No</i>	<i>Corrective Preventive Actions Recommended by Auditor (s)</i>			
<i>Details of additional attachments (e.g. Audit check list , audit notes, NCR, audit attendance record etc.) and if any other comments by auditors; Attached.</i>					
<i>Audit Team Leader/Auditor (Name & Signature):</i>			<i>Verified by - FTL (Name & Signature):</i>		
<i>Date:</i>			<i>Date:</i>		