

INTERNAL AUDIT REPORT FORM

Part A

Process to Audit (Audit Scope)

Audit Date(s)		Lead Auditor name & title	
Audit Reference		Auditor(s) name & title:	
Area / Teams to Audit			
Audited party notified Date			
Applicable Requirements:			
• Standards:			
• Customer Requirements:			
• Legal / Regulatory:			
• Other Committed Obligations:			

Applicable HRH Reference Documents:

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Part B

Documentation Review (Comparison of Documentation vs Requirements)

Question	Yes	No	N/A	Evidence or Note #
In general, does the HRH documentation meet the requirements of relevant Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In general, does the HRH documentation meet the requirements of the Core Systems Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In general, does the HRH documentation meet the requirements of relevant legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In general, does the HRH documentation meet the requirements of other committed obligations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Indicate any suggestions for improvement related to the FLOW Documentation:

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Compliance Review (Comparison of Actual Practice vs Requirements)

[illegible]

Additional Questions Based on Previous Audits or CAR's for this process)

[illegible]

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Part D

Effectiveness Review (Verification of the Effectiveness of the Process)

Question	Yes	No	N/A	Evidence or Note #
Are the procedure steps accurate and complete as compared to true practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure the process outputs meet requirements before passing onto the next process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the process appear to adequately meet the requirements of the referenced requirements and HRH documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the process appear to adequately meet all customer or regulatory requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Any problems discovered with the process:


Details of areas well implemented, particularly effective or worth noting:

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Part E**Summary of Findings Transferred to CAR Forms**

CAR#	Reference Document	Clause	Finding	Type (C/P/O)	Major / Minor
			Requirement:		
			Evidence:		
			Rationale:		
			Requirement:		
			Evidence:		
			Rationale:		
			Requirement:		
			Evidence:		
			Rationale:		
			Requirement:		
			Evidence:		
			Rationale:		

Part F

HITACHI  Hitachi Rail Honolulu JV	FORM	
	INTERNAL AUDIT REPORT FORM	

Review and Submission		
Audit Report reviewed and ready for submission	Lead Auditor:	
	Date of draft report:	
	Auditee:	
	Date of final report:	

Notes and audited party response and comments
