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| I. Date and Place of the Internal Audit | | |
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| II. Objectives | | |
| 1. To determine the adequacy of the documented quality management system; 2. To verify compliance and adherence to quality policy; 3. To verify achievement of objectives and targets; 4. To determine conformance to the requirements of ISO 900l:2015 standard, and other existing statutes, rules & regulations; and 5. To determine areas for improvement on all processes | | |
| III. Internal Audit Criteria | | |
| Audit Criteria are as follows:   1. ISO 9001:2015 2. Quality Manual 3. Quality Objectives 4. Operations (Procedures) Manual 5. Statutory and Regulatory Laws Affecting the Organization | | |
| IV. The Audit Scope | | |
| |  |  |  | | --- | --- | --- | | **Area/Department Audited** | **Auditor** | **Auditee** | |  |  |  | |  |  | |  |  | |  |  | | | |
| V. Good Observations/Conformities: | | |
| |  |  | | --- | --- | | **Good Observations/Conformities** | **Area/Department** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | |
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| VI. Summary of Non-Conformities |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Ref. No.** | **Clause No.** | **Non-Conformities** | **Major/Minor** | **Area/Dep’t** | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | 7 |  |  |  |  | |
| VII. Potential Non-Conformities/Opportunities for Improvements |
| |  |  |  |  | | --- | --- | --- | --- | | **Ref. No.** | **Clause No.** | **Particulars** | **Area/Dep’t** | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | | 4 |  |  |  | | 5 |  |  |  | | 6 |  |  |  | | 7 |  |  |  | |
| *Prepared by:*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Internal Auditor |