

# Internal Audit Report

(Ref. SOP QMS-080)

<b>Audit Reference Number</b>	<b>AUD-YY-XX</b>
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AREA AUDIT			
<b>Area Name</b>		<b>Location</b>	
<b>Process Name</b>		<b>lead audit site</b>	
<b>Date of audit</b>		<b>Report issued</b>	
<b>Previous Audit</b>			
<b>Documentation Reference</b>			

Place a tick on appropriate type

Type of Audit		Auditors Name and Position	
<b>Product</b>		<b>Team Leader</b>	
<b>GMP</b>			
<b>EHS</b>		<b>Team member</b>	
<b>Other</b>			

SUMMARY OF AUDIT REPORT	
<b>PURPOSE OF THE AUDIT</b>	
<b>SUMMARY</b>	

STRENGTHS AND WEAKNESSES	
(Numbered and organised into an hierarchy)	
<b>STRENGTHS</b>	
1.	
2.	
3.	
4.	
5.	

WEAKNESSES:	
1.	
2.	
3.	
4.	
5.	