

Enter Company Logo Here	<b>Internal Audit Template</b>	
	Document #:	Effective Date:
Enter Company Address Here	Author: Kellerman Consulting	Supersedes: N/A
	Approved By:	Revision #: Original

**Instructions:** The Internal Audit Template should be filled in with the appropriate audit criteria, to include regulatory requirements, third party audit standards, and/or customer requirements. The internal auditor or audit team is to go through each audit criteria and rate the results as: Compliant (C), Non-Compliant (NC), Opportunity for Improvement (OFI), or Not Applicable (NA). Any nonconforming result must have a corresponding action item listed in the ‘Summary of Findings’ log below.

<b>Date of Internal Audit</b>	
<b>Time Frame Under Review</b>	
<b>Internal Auditor / Internal Audit Team</b>	

Audit Criteria	Result C / NC / OFI / NA	Evidence	Comments

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**Summary of Findings:**

Action Item	Owner	Priority	Target Completion Date	Comments

*\*Refer to the Kellerman Consulting Corrective And Preventive Action (CAPA) Program Free Starter Kit for assistance in addressing nonconforming results.*