

QAMS: Internal Audit Checklist

Ref: QAF1701A
Internal Audit Checklist
Version 1-0



Internal Auditor [<i>name</i>]:	
Auditee(s) [<i>names</i>]:	
Date of Scheduled Audit:	

Is the Audit Planned or Unplanned?

☐ **Planned** (*i.e. as per the internal audit plan managed by Management Representative*)

☐ **Unplanned**

If Unplanned what is the reason for the Scheduled Audit?

☐ Customer Complaint

☐ Resulting from Corrective Action Report

☐ Identification of additional or amended procedure(s)

☐ Other: _____

1 AUDIT CRITERIA

[Include policies, procedures and/or requirements to be audited against.]

2 AUDIT SCOPE

[Include the focus, extent and boundaries of the audit. For example, define the physical location, organisational areas that will be examined, processes and activities that will be included and the time period that will be covered]

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DATE APPROVED:	25/02/2016	APPROVED BY:	Sadbh Duffy, Quality Manager	
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3 AUDIT METHODS

[Audits can use a variety of methods. For example, Onsite audit methods: face-to-face interviews, samples with auditee participation, review documents. Remote audit methods: teleconferences, complete checklists or questionnaires with auditee help.]

4 AUDIT OBJECTIVES

[For example, to evaluate the accuracy, effectiveness and efficiency of a process]

This checklist has been reviewed and approved by the following parties:

	Name	Signature	Date
Auditor:			
Auditee:			

** This form is for notification of an upcoming Audit and is also used as a reference for completing the 'Audit Report' following the Audit Activity. This completed 'Internal Audit Checklist' is to be attached to the 'Audit Report'.*

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