

Internal Audit Report Template

SAMPLE ONLY

Audit No.

Audit team:

Site/section/function audited:

Audit date:

AUDIT FINDINGS

| Element | Code | Findings | CPA no. |
|-------------------------------------|------|----------|---------|
| Scope of EMS | | | |
| Environmental policy | | | |
| Environmental aspects | | | |
| Legal & other requirements | | | |
| Objectives, targets & programs | | | |
| Resources, roles & responsibilities | | | |
| Competence, training & awareness | | | |
| Communication | | | |
| Documentation | | | |
| Control of documents | | | |
| Operational control | | | |
| Emergency preparedness & response | | | |
| Monitoring & | | | |

| Element | Code | Findings | CPA no. |
|--|------|----------|---------|
| measurement | | | |
| Nonconformity, corrective action & preventive action | | | |
| Control of records | | | |
| Internal audit | | | |
| Management review | | | |

Explanation of codes:

Ma = Major nonconformity
 Mi = Minor nonconformity
 C = Conformity
 O = Observation