

INTERNAL AUDIT REPORT TEMPLATE

SECTION 1: INTERNAL AUDIT REPORT

Date and Place of Audit:

Auditors:

Auditees:

Activities audited:

Summary of findings:

Other comments:

Signature of Lead Auditor: _____

Name: _____

Signature of AFRAC Secretariat: _____

Name: _____

Signature of Auditor: _____

Name: _____

SECTION 2: INTERNAL AUDIT FINDINGS, RESPONSES AND ACTIONS

NON-CONFORMITIES

Number	Requirements and description of the non-conformity (NC)
NC #	Requirements:
	Description of the non-conformity:
Date	First response from AFRAC
20xx/xx/xx	
Date	Reaction from the Internal Audit Team
20xx/xx/xx	
Date	Second response from AFRAC
20xx/xx/xx	
Date	Reaction from the Internal Audit Team
20xx/xx/xx	

If additional responses are required, more lines should be added to the table.

CONCERNS

Number	Requirements and description of the Concern (CN)
CN #	Requirements:
	Description of the non-conformity:
Date	First response from AFRAC
20xx/xx/xx	
Date	Reaction from the Internal Audit Team
20xx/xx/xx	
Date	Second response from AFRAC
20xx/xx/xx	
Date	Reaction from the Internal Audit Team
20xx/xx/xx	

If additional responses are required, more lines may be added to the table.

COMMENTS

Number	Description of the Comment (CM)
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CM#	
Date	First response from AFRAC
20xx/xx/xx	
Date	Reaction from the Internal Audit Team
20xx/xx/xx	

If additional responses are required, more lines may be added to the table.