

Internal Audit Log Form

The **internal audit log form** sample template provides a structured format for systematically recording audit activities within an organization. It ensures transparency and accountability by documenting findings, observations, and corrective actions efficiently. Utilizing this template helps streamline the audit process and supports compliance with regulatory standards.

Date of Audit	<input type="text"/>	Department/Area	<input type="text"/>
Auditor(s)	<input type="text"/>		
Audit Reference/ID	<input type="text"/>	Process/Activity Audited	<input type="text"/>

Audit Criteria	Observation/Findings	Non-Conformance (Yes/No)	Corrective/Preventive Action	Responsible Person	Target Completion Date	Status
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>

* Attach supporting documents and evidence as needed.

Auditor Signature:	<input type="text"/>	Date:	<input type="text"/>
Reviewed by:	<input type="text"/>	Date:	<input type="text"/>