Manufacturing Internal Audit Checklist Template

This **Manufacturing internal audit checklist template** ensures thorough evaluation of production processes, quality controls, and compliance standards. It helps auditors systematically identify potential risks and areas for improvement within manufacturing operations. Utilizing this template enhances operational efficiency and maintains regulatory adherence.

Audit Details

Audit Area	Auditor	Date
Production Processes		
Quality Control		
Compliance & Legal		
Personnel & Training		
Equipment & Maintenance		

Checklist

Checklist Item	Compliant (Yes/No)	Remarks/Findings
Are production SOPs clearly documented and followed?		
Is raw material quality inspected and traceable?		
Are finished goods tested to meet quality standards?		
Is equipment properly maintained and calibrated?		
Are employees adequately trained for their roles?		
Is safety equipment provided and regularly inspected?		
Are there documented procedures for non-conformities?		
Are all regulatory and legal requirements identified and met?		

Summary & Recommendations

Use this section to summarize audit results, highlight areas of concern, and provide actionable recommendations for continuous improvement.