

Internal Audit Report Template

For Manufacturing Companies

This **internal audit report template** is specifically designed for manufacturing companies to ensure comprehensive evaluation of operational processes. It helps identify inefficiencies, compliance issues, and areas for improvement to enhance overall productivity. By using this template, manufacturers can maintain rigorous quality control and regulatory adherence.

Report Title	Internal Audit Report for [Plant/Unit Name]
Date of Audit	[DD/MM/YYYY]
Auditor(s)	[Name(s)]
Department/Area Audited	[Specify Department]

1. Executive Summary

[Brief summary of major findings, focus areas, and significant risks or improvement opportunities discovered during the audit.]

2. Objectives & Scope

- Audit Objective: [State audit objective]
- Scope: [Define scope of audit, e.g., processes, timeframe, regulatory focus]

3. Methodology

[Describe methods used: interviews, document review, observation, sampling, etc.]

4. Audit Findings

#	Area/Process	Observation	Risk/Impact	Recommendation	Responsibility	Target Date
1	[Process/Area Name]	[Issue Observed]	[Potential Risk]	[Action for Improvement]	[Person/Dept Responsible]	[DD/MM/YYYY]

5. Compliance Assessment

[Evaluation of compliance with relevant standards, regulations, and internal policies.]

6. Action Plan & Follow-up

[List actions to be taken, responsible persons/departments, and timelines for completion. Include next audit/follow-up dates.]

7. Conclusion

[Summarize key findings and recommendations. Highlight critical issues requiring immediate attention.]

8. Appendices

- Supporting Documents Reviewed
- Detailed Process Maps/Flowcharts
- Additional Notes

Prepared by: [Auditor Name] | Date: [DD/MM/YYYY]

Approved by: [Manager/Supervisor Name] | Date: [DD/MM/YYYY]

