

Internal Audit Checklist & Report — Reference Template

GrowCert Sample Format. Illustrative template prepared by GrowCert Solutions for general guidance. It is NOT an official government form. Adapt it to your operation and verify current regulatory requirements before use.

Audit no.		Audit date	
Area / process audited		Auditee	
Lead auditor		Audit criteria	
Audit scope		Standard / requirement	

Finding grade: **MAJ** = major nonconformity · **MIN** = minor nonconformity · **OBS** = observation / opportunity for improvement · **C** = conforms

Audit checklist

#	Requirement / audit question	Clause / ref.	Evidence observed	Grade	Follow-up
1	Is the documented procedure available, current and approved?				
2	Is the procedure followed in practice (observe and interview)?				
3	Are records complete, accurate and signed at the required frequency?				
4	Are monitoring limits defined and met?				
5	Are deviations identified and corrective actions recorded?				
6	Are personnel trained and competent for the task?				
7	Is equipment calibrated / verified where required?				
8	Were findings from the previous audit closed effectively?				

Summary of findings

Finding no.	Description	Grade	Root cause	Corrective action	Owner	Due date

Finding no.	Description	Grade	Root cause	Corrective action	Owner	Due date

Prepared by		Verified by	
Signature		Signature	
Date		Date	