

Internal Audit

Clause Checklist & Findings

Walk each area against the standard, record conformity, and log findings before the external audit sees them.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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Standard / area		Audit date	
Auditor		Auditee	

Conformity check	Conf	NC	N/A	Notes
Documented process exists and is current				
Process is followed as written				
Records are complete and traceable				
Responsibilities are clear and known				
Previous findings are closed				
Risks and controls are identified				
Measures and objectives are tracked				

Findings

Type: MAJ = Major NC, MIN = Minor NC, OBS = Observation

#	Finding	Type	Owner	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Acceptance decision

Rule: every nonconformity needs an owner, a root cause and a due date before closeout.

Result: ☐ Conforming ☐ Findings raised ☐ Follow-up audit needed

Auditor

Auditee

Name / Signature / Date

Name / Signature / Date