

**Contents**

|  |  |
| --- | --- |
| Internal Quality Audit Overview |  |
| Audit Approach on Internal Quality Audit |  |
| Summary of Internal Quality Audit Work |  |
| Internal Quality Audit Findings |  |
| Opportunities for Improvement |  |
| Conclusion and Recommendation |  |
|  |  |
|  |  |
|  |  |
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**Internal Quality Audit Overview**

On [INSERT MONTH DAY YEAR], the internal quality auditors of [INSERT NAME OF THE BUSINESS] performed the [INSERT DETAILS] Internal Quality Audit for [INSERT PERIOD]. This internal quality audit report covers the areas of [INSERT SUBJECT MATTER] in terms of maintaining quality in line with the standards of the business.

For this internal quality audit report, the internal quality auditors have inspected and audited [INSERT DETAILS] which include [INSERT COMPLETE DETAILS] of the business. Furthermore, the internal quality auditors held interviews as well in order to thoroughly evaluate the internal quality audit process for [INSERT SUBJECT MATTER].

The main objective of this internal quality audit report is to relay the results of the quality audits to management.

**Audit Approach on Internal Quality Audit**

The internal quality auditors follow the standard procedures and policies set forth in the General Auditing Standards [INSERT APPLICABLE AUDIT STANDARDS/LAW].

**Summary of Internal Quality Audit Work**

The internal quality auditors start their inspection on the policies and regulations on different areas in the business.

Each area is manned by a quality controller responsible for overseeing the quality policies and procedures being implemented. Other than the quality controllers of the business, about [INSERT NUMBER] staff and employees are also involved in ensuring the implementation of quality standards with the assistance of high standard quality equipment and tools.

The internal quality auditors have [INSERT NUMBER/PERIOD] days in order to collate their findings and determine which areas need to be improved and maintained by the business in terms of quality.

**Internal Quality Audit Findings**

The internal quality auditors have inspected and audited the various areas relevant to the business and collated the following findings as presented on the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Activity** | **Findings** | **Evidence** | **Rating** |
| Area 1 | [INSERT DETAILS] | [INSERT DETAILS] | [INSERT DETAILS] | ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5 |
| Area 2 | [INSERT DETAILS] |  |  | ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5 |
| Area 3 | [INSERT DETAILS] |  |  | ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5 |
| Area 4 | [INSERT DETAILS] |  |  | ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5 |

**Opportunities for Improvement**

Based on the findings, the following opportunities for improvement have been identified according to priority.

|  |  |  |
| --- | --- | --- |
| **Area** | **Necessary Improvements** | **Level of Priority** |
| Area 1 | * [INSERT DETAILS]; | ☐ HIGH  ☐ MEDIUM  ☐ LOW |
| Area 2 | * [INSERT DETAILS]; | ☐ HIGH  ☐ MEDIUM  ☐ LOW |
| Area 3 | * [INSERT DETAILS]; | ☐ HIGH  ☐ MEDIUM  ☐ LOW |
| Area 4 | * [INSERT DETAILS]; | ☐ HIGH  ☐ MEDIUM  ☐ LOW |

**Conclusion and Recommendation**

The internal quality auditors expect [INSERT NAME OF THE BUSINESS] to start working on areas in the priority list and continue to implement and maintain quality improvements. Within [INSERT NUMBER/PERIOD], the internal quality auditors will conduct a follow-up internal quality audit to ensure that all the needed improvements have been fully implemented.