## ***Internal Audit Report Template***

*SAMPLE ONLY*

**Audit No.**

**Audit team:**

**Site/section/function audited:**

**Audit date:**

**AUDIT FINDINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Code** | **Findings** | **CPA no.** |
| Scope of EMS |  |  |  |
| Environmental policy |  |  |  |
| Environmental aspects |  |  |  |
| Legal & other requirements |  |  |  |
| Objectives, targets & programs |  |  |  |
| Resources, roles & responsibilities |  |  |  |
| Competence, training & awareness |  |  |  |
| Communication |  |  |  |
| Documentation |  |  |  |
| Control of documents |  |  |  |
| Operational control |  |  |  |
| Emergency preparedness & response |  |  |  |
| Monitoring & measurement |  |  |  |
| Nonconformity, corrective action & preventive action |  |  |  |
| Control of records |  |  |  |
| Internal audit |  |  |  |
| Management review |  |  |  |

**Explanation of codes:**  Ma = Major nonconformity

 Mi = Minor nonconformity

 C = Conformity

 O = Observation