

Internal Audit Notification

Format No.:

Pre-Audit Meeting			
Date	Start Time	End Time	Venue

Planned Audit Location & Dates			
Location	Audit Date & Time	Auditees	Auditors

Reference Standards list for Audit
1. 2. 3.

Audit Purpose: To Determine Compliance / non-compliance with above standard & Procedures

Audit Scope

Sr. No.	Audit Team Name	Signature

Distribution List:

✓	Auditees / Auditors				

Quality Control / Quality Assurance – Manager Signature	M.R. Signature