



SYSTEM FORMATS

INFORMATION TECHNOLOGY INTERNAL AUDIT REPORT

I.T. SPECIFIC FORMAT

Format No. :
Rev. No. :
Rev. Date :

Audit No.	Date	Auditor(s)	Sign.	Auditee(s)	Sign.

Audit Checklist

#	Checklist Points	Observations	Status

#	Records Verified	Doc. Ref.	Available Yes / No	Comments / Observations / Suggestions
01	Available computer records			
02	Maintenance Schedule			
03	Standard Operating procedures			
04	Work Instructions / Installation guide			
05	Mechanical Devices - Attached records			
06	Computer User Complaints Records			
07	Hardware & installation Package list			
08				
09				
10				

N.C. Report		Waste Disposal Records - Hazardous Non Hazardous materials
Nos. N.C. =		
Implement Opportunity =		
Total =		