

Internal Audit Checklist

- Define audit objectives, scope, and criteria
- Establish an annual audit program covering all QMS processes
- Prepare detailed audit plans for each audit
- Ensure auditors are trained and independent
- Collect and review relevant procedures, records, and data
- Conduct opening meeting with auditees
- Perform process-based audit using interviews, document review, and sampling
- Record observations, nonconformities, and opportunities for improvement
- Communicate findings in a closing meeting
- Issue an audit report to management
- Ensure timely assignment of corrective actions for nonconformities
- Link findings to CAPA system and track effectiveness
- Verify completion and closure of corrective actions
- Present audit results during management review
- Update audit program based on risks and prior results