KEFRI/F/MR/08



**INTERNAL AUDIT REPORT**

Centre: …………………………Audit no: ……………… Audit date: ……………….

Persons/departments audited:

1.

2.

3.

Audit criteria: …………………………………………………………………………..

Audit team leader: …………………………………………

Auditors:

1.

2.

**SUMMARY OF THE AUDIT**

Brief introduction

**Statistical summary of audit findings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Positives** | **Areas of improvement** | **Observations / recommendation** | **Non-conformities** |
| Major | Minor |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

1. Positive findings
2. Areas of improvement
3. Non-conformities
4. Conclusion

**SIGNATURE**…………………………………