

## 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 &                        |      |          |         |

| Element  | Code | Findings | CPA no. |
|--|------|----------|---------|
| 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