



INTERNAL QUALITY AUDIT RECORD SHEET

CORPORATE PLUMBING SYSTEM

Audit Details

Audit Team

Planned Start Date: DD / MM / YY Time: _____
 Actual Start Date: DD / MM / YY Time: _____
 Planned End Date: DD / MM / YY Time: _____
 Actual End Date: DD / MM / YY Time: _____

Auditors: _____
 Lead Auditor: _____
 Auditor (1): _____
 Auditor (2): _____

Purpose: Scheduled Unscheduled Follow-up Other: _____

Objective:

Conformity

Effectiveness

Previous Audit

Quality System Quality Drivers Set Objectives
 Processes Service Process Produces Conforming Service
 Service Performance Standards Meets Requirements

Scheduled Date: DD / MM / YY
 Un-scheduled Date: DD / MM / YY
 Follow-up Date: DD / MM / YY
 Other Date: DD / MM / YY

Scope:

Document Reference	Description

Meetings:

Opening

Closing

Name: _____
 Title: _____
 Name: _____
 Title: _____

Agenda

Audit Team Members Resources Sign off Conclusions Observations
 Scope & Objectives Communication Links Audit Report Next Actions
 Procedures Closing Meeting Audit Documents Sign off

Documents Attached: Audit Plan Audit Checklist Audit Reports Other: _____

Next Audit Action: None Follow-up Date: DD / MM / YY Scheduled Date: DD / MM / YY

Sign off: Lead Auditor: _____
 Client: _____ Date: DD / MM / YY