Our Ref: (Project No./IAR/Ref No.)

Date:

INTERNAL AUDIT REPORT MEMORANDUM

To : (Project Manager)

From : (Auditor)

QUALITY & ENVIRONMENTAL SYSTEM PROCEDURES
INTERNAL AUDIT FOR (Project Title)

An internal Audit was conducted on ___(Date)____ by __(Auditor's Name)___.

The scope of the audit reviewed the following procedures:-

Section:_____

Section:_____

Section:_____

Section:_____

The audit was conducted in the office/site (as appropriate).

The finding of the audit are recorded on the attached questionnaire. Significant deficiencies were noted in respect of __(Title of Procedures)__ of which __(Number)__ Notices of Non-Compliance were raised Nos. _____, see attached.

(Signed) Verified by Audit Manager: (Signed)

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(Auditor's Name) (Name)

cc Directors
cc Assistant Project Manager
cc Quality Manager / Environmental Manager

enc

__/__

Our Ref: (Project No./IAR/Ref No.)

Date:

INTERNAL AUDIT CLOSE OUT REPORT MEMORANDUM

To : (Audit Manager)

From : (Lead Auditor)

QUALITY & ENVIRONMENTAL SYSTEM PROCEDURES
INTERNAL AUDIT CLOSE OUT FOR (Project Title)

I am pleased to report that the Internal Audit was 'closed-out' on __(date)____ as the corrective action has been satisfactorily completed.

____ copy/copies of the Notice of Non-Compliance (ref: ____-NNC/___) duly signed is/are enclosed.

……
Auditor

cc Directors
cc Quality Manager / Environmental Manager
cc Project Manager/Auditee

enc

__/__