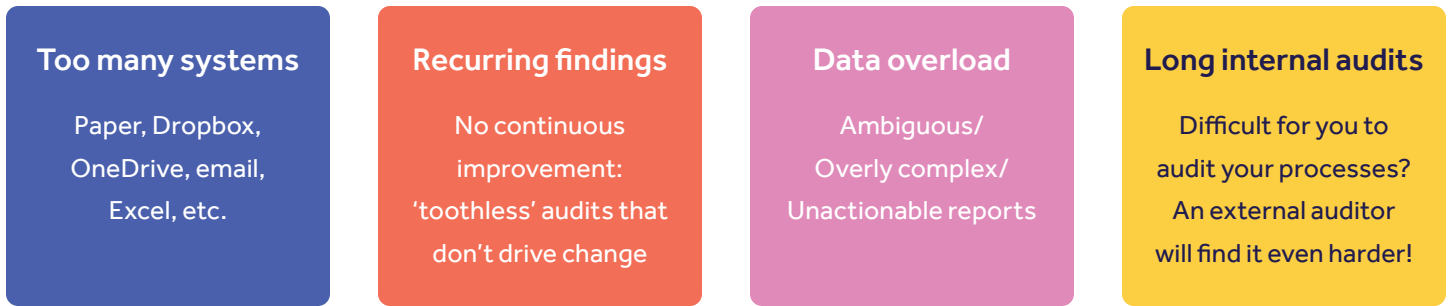


# 10 diagrams for audit mastery

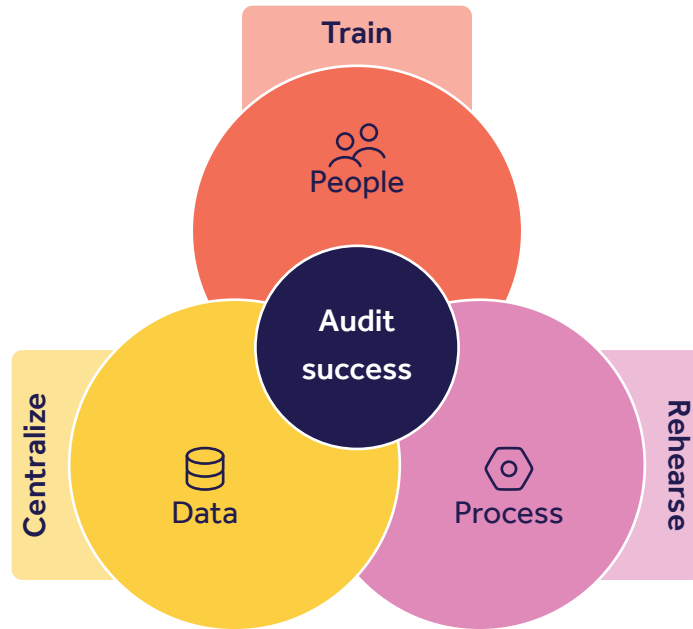


## 4 signs your audit process needs a boost



## Assign your SMEs!



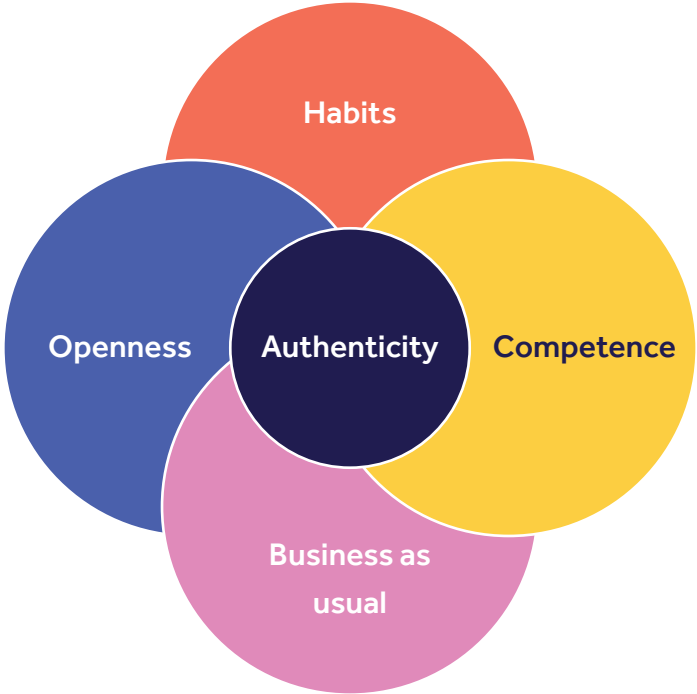


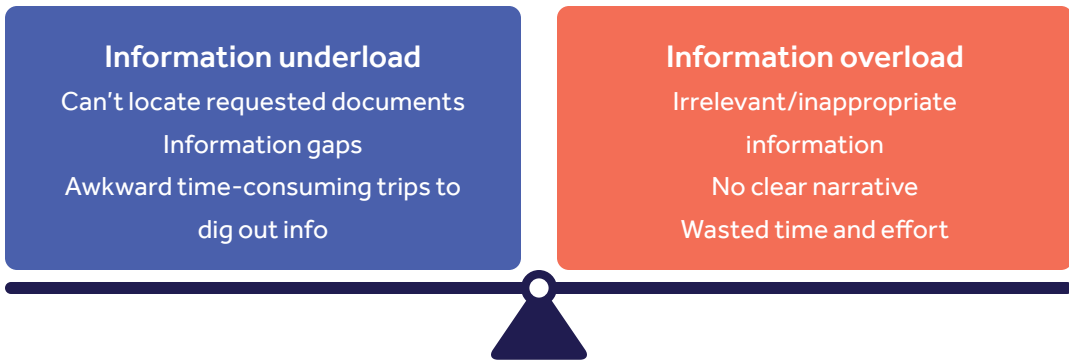
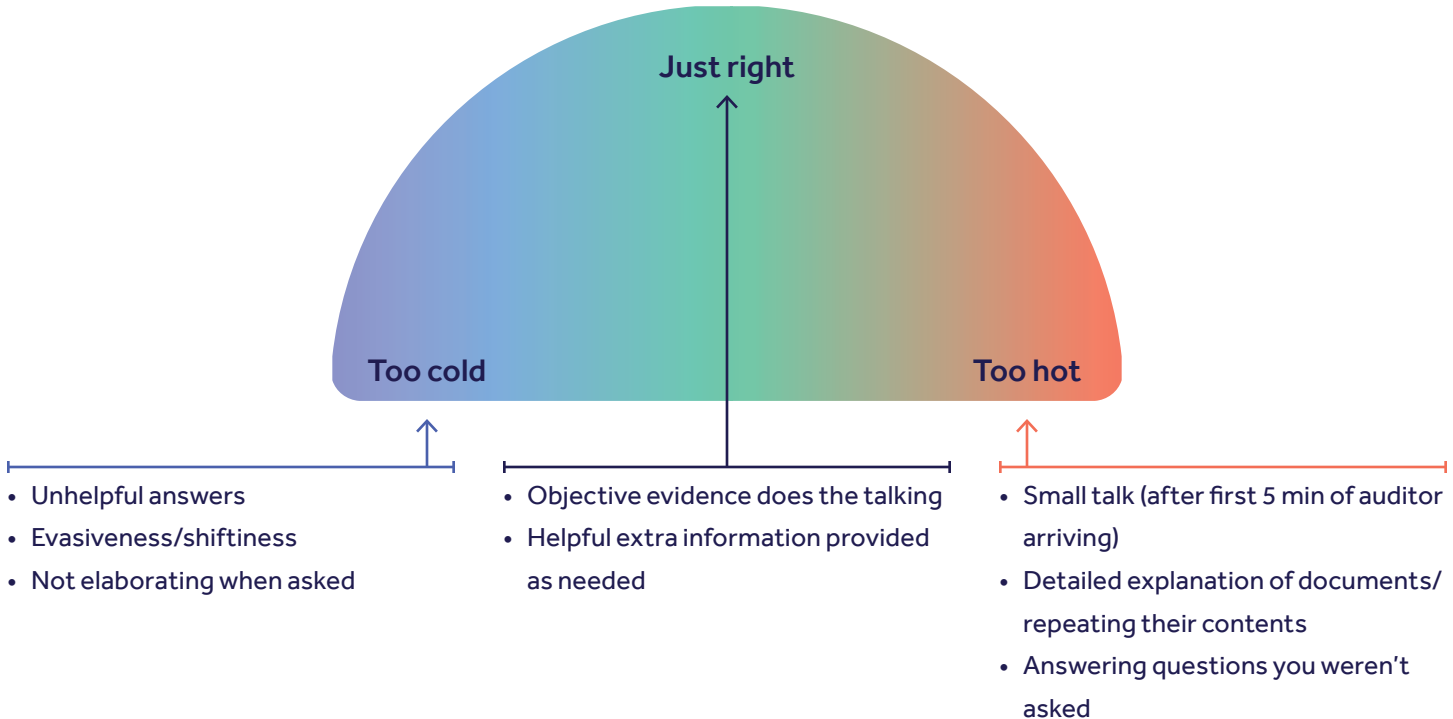
**Authorized escort**  
Point of contact who escorts the auditor

**Scribe**  
Takes notes, records pertinent details

**Runner**  
Brings relevant documents to the auditor

**Subject matter expert (SME)**  
Answers questions about their specific processes





## Customer audit template

**Customer Audit** EAC-2

Properties   Change control   Document

**1. Audit Details**

**Audit Date:**

**Auditors:**

**Audit Scope & Type:**

**Audit Standards:**

**Audit Findings:**

Finding	Description	Classification (Major, Minor, Observation for Improvement)	Correction (link to CAPA, NC etc.)
01			<link NCR, CAPA, etc>  Action:  Effective Date:
02			
03			

Attach the audit report and audit response form. The response is due <mention date here>

**Document properties**

ID	EAC-2
Author	Sumatha Kondabolu
Owner	Sumatha Kondabolu
Type	External Audit - Customer
Status	Draft
Version	0.1
Last modified	Oct 3 2022 8:27 PM
Approvers	Sumatha Kondabolu

**Tags**

No tags associated.

**Table of contents**

[1. Audit Details](#)  
[2. Attachments](#)

# External audit template

## External Audit EA-3

Properties
Change control
Document

### 1. Audit

**Audit Dates:**

**Auditor(s):**

**Auditee:**

**Audit Scope & Type:**

**Audit Conclusions:**

**Objective Evidence Requested:**

### 2. Documents and Records Requested

Documents and Records	Link or Attachment
Quality Manual	
Quality Policy and Quality Objectives	
Organization Chart	
Product List	
Internal Audit Schedule	
Internal Audit File	
Management Review	
Internal Audit SOP	
Management Review SOP	
<Add the list of the documents that are requested by the auditor>	

**Document properties**

ID	EA-3
Author	Sumatha Kondabolu
Owner	Sumatha Kondabolu
Type	External Audit
Status	Draft
Version	0.1
Last modified	Oct 3 2022 8:19 PM
Approvers	Sumatha Kondabolu

**Tags**

No tags associated.

**Table of contents**

- [1. Audit](#)
- [2. Documents and Records Requested](#)
- [3. Attachments](#)

# Internal audit template

## Internal Audit Q2 2022 IAF-1

Properties
Change control
Document

### 1. Audit Plan

### 2. Audit Report

Audit performance date

Scope: the areas covered in the audit

List of relevant reference documents and procedures used to perform the audit

Auditor(s) and auditee(s) names and titles

Summary of the audit activities.

### 3. Audit Findings

These should link to CAPA, NCR, or documents as required for OFIs.

**Audit Findings:**

Finding	Description	Classification (Major, Minor, Observation for Improvement)	Correction (link to CAPA, NC etc.)
01			<link NCR, CAPA, etc>  Action:  Effective Date:
02			

**Document properties**

ID	IAF-1
Author	Sumatha Kondabolu
Owner	Sumatha Kondabolu
Type	Internal Audit File
Status	Draft
Version	0.1
Last modified	Oct 3 2022 3:27 PM
Approvers	Sumatha Kondabolu

**Tags**

Internal Audit

**Table of contents**

- [1. Audit Plan](#)
- [2. Audit Report](#)
- [3. Audit Findings](#)
- [4. Attachments](#)