REPORT FORMAT

Internal Quality Audit Report

(Completed by the audit team after each departmental or office audit)

This is a blank reporting format. Completed reports for each cycle are published by the Directorate of Quality Enhancement as they are approved.

Audit Reference		Unit Audited	
Audit Date		Lead Auditor	
Audit Team		Audit Criteria	

1. Scope and Objectives of the Audit

2. Persons Interviewed

Name	Designation	Area Covered

3. Documents and Records Examined

#	Document / Record	Reference	Remarks

4. Findings

#	Finding	Clause / Procedure	Classification	CAR No.

Classification key ☐ Major Non-Conformity ☐ Minor Non-Conformity ☐ Observation ☐ Opportunity for Improvement

5. Positive Practices Noted

6. Auditor’s Overall Conclusion

7. Corrective Action Tracking

CAR No.	Action Committed	Owner	Target Date	Verified On	Closed

Lead Auditor — signature & date	Head of Audited Unit — signature & date	Director QE — signature & date