

EOTA – Business Form



Document Title:

Internal Audit Notification Template

Document Number:

F-008 Rev. 09_0828

Document Owner:

Elizabeth Sousa

Backup Owner:

Melissa Otero

Approver(s):

Melissa Otero

Parent Document:

P-007, Internal Audit Process

Notify of Changes:

Internal Auditors

Referenced Document(s):

N/A

Revision History:

Rev.	Description of Change
A	Initial Release
08_1003	Modified notification letter to include specific information pertaining to each internal audit.
09_0828	Internal Audit Notification Letter no longer in use; Internal Audit Notification Template now placed into Outlook.

NOTE: Notification template – copy and past into the comment section of Outlook audit appointment notification. Enter all information pertaining to scheduled audit.

**Audit Completed:
Report Completed:
Audit Closed:**

Audit Number:	
Process Audited:	
Date of Audit:	
Time of Audit:	
Auditee(s):	
Location of Audit:	EOTA Office #
Lead Auditor:	
Additional Audit Team Members:	
Audit Status:	A/I, A/S, A

If you are unable to be audited at the scheduled time or on the scheduled date, please contact Liz Sousa immediately so your audit may be rescheduled.