

EOTA – Business Form

	<p><i>Document Title:</i></p> <p>Internal Audit Preparation Job Aid</p>
	<p><i>Document Number:</i></p> <p>F-012 Rev. 11_0304</p>
<p><i>Document Owner:</i> Elizabeth Sousa</p> <p><i>Backup Owner:</i> Melissa Otero</p>	<p><i>Approver(s):</i></p> <p>Melissa Otero</p>
<p><i>Parent Document:</i> P-007, Internal Audit Process</p>	<p><i>Notify of Changes:</i> Internal Auditors</p>
<p><i>Referenced Document(s):</i> F-011 Internal Audit Report</p>	

Revision History:

Rev.	Description of Change
A	Initial Release
11_0304	Change title from Worksheet to Job Aid and changed revision from alpha to numeric for consistency.

Internal Audit Preparation Worksheet

Process(es)#:	Rev.	Auditor(s):	Internal Audit #:
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Document Review Considerations / Notes:

#	Consideration	Result (include N/A, if not applicable)
1	Review the process(es) being audited	
2	Identify the areas of the ISO 9001:2008 Standard applicable to the process(es) being audited (use the Quality Manual). <i>Note: Consider recording the areas of the Standard next to the applicable area of the process.</i>	
3	Identify the “Shalls” to ensure they have been addressed in the process(es) Shall – “must show objective evidence” <i>Note: Retain for record review</i>	
4	Identify the “required records” (“see 4.2.4”) <i>Note: Using the “Required Record” document</i>	
5	Determine if responsibilities are clearly defined. <i>Note: Retain for interview</i>	
6	Determine if Reference Documents are clearly and appropriately referenced for use (both on the cover sheet and in the process).	
7	Identify the “risk” associated with not performing or a lapse in the performance of the process. <i>Note: Retain for interview / record review</i>	
8	Follow-up from previous Internal Audit Review the previous Internal Audit Report and the associated CAR / PAR and Comments section to gain an understanding of the previous audit results and to follow-up to ensure closure. <i>Note: Use the Internal Audit Calendar or Search the Internal Audit Reports for the process document number. The results are recorded on the Internal Audit Report.</i>	
9	Generate the Internal Audit Report (F-011): Sections: / Scope / Auditee(s) / Follow-up from the Previous Audit <i>Note: Review the Internal Audit Report with the Auditee at the start of the Internal Audit.</i>	
10	Review the Internal Audit Process (P-007)	
11	Other	

Auditor Notes:

Process(es):	Record Reviewed	Comments	Auditee

