

Internal Audit Checklist for Operations

Document Reference: IA-OP-STD-TPL
Date: _____
Department/Area: _____
Auditor(s): _____

1. Audit Planning

CHECKLIST ITEM	COMPLIANT (Y/N)	EVIDENCE/COMMENTS	FOLLOW-UP REQUIRED
Audit objectives defined and communicated			
Relevant documents reviewed in preparation			

2. Processes & Procedures

CHECKLIST ITEM	COMPLIANT (Y/N)	EVIDENCE/COMMENTS	FOLLOW-UP REQUIRED
Standard operating procedures (SOPs) available and up-to-date			
Processes are followed as documented			
Personnel trained in SOPs			

3. Compliance & Records

CHECKLIST ITEM	COMPLIANT (Y/N)	EVIDENCE/COMMENTS	FOLLOW-UP REQUIRED
Regulatory and company requirements met			
Records properly maintained and accessible			

4. Safety & Risk Management

CHECKLIST ITEM	COMPLIANT (Y/N)	EVIDENCE/COMMENTS	FOLLOW-UP REQUIRED
Workplace safety procedures in place			
Risks identified and controls implemented			

5. Continuous Improvement

CHECKLIST ITEM	COMPLIANT (Y/N)	EVIDENCE/COMMENTS	FOLLOW-UP REQUIRED
Opportunities for improvement recorded			
Previous audit findings addressed			

Important Notes

- This checklist is intended as a standard templateâ€"customize per audit scope and organizational needs.
- All findings should be supported with objective evidence.
- Document any non-conformities and assign follow-up actions.
- Keep audit records confidential and secure.
- Review and update this checklist regularly to reflect process or regulatory changes.