Internal Audit Checklist for Operations

#	Audit Area	Checklist Item	Conformance	Comments
1	Process Control	Are process procedures documented and being followed?		
2	Resource Management	Are required resources (materials, tools, personnel) available?		
3	Training	Are training records maintained and up to date?		
4	Safety & Compliance	Are safety procedures implemented and followed on site?		
5	Record Keeping	Are operational records complete, accurate, and accessible?		
6	Continuous Improvement	Have improvement actions been identified and tracked?		

- This checklist should be adapted to reflect company-specific operations and compliance requirements.
- Ensure that all audit findings are documented, and corrective actions are assigned and followed up.
- Review and update this checklist periodically to address process or regulatory changes.
- Internal audits promote accountability, process improvement, and risk mitigation across operations.