Operations Management Internal Audit Checklist

Audit Area	Checklist Item	Yes/No	Comments / Evidence
Process Control	Are standard operating procedures (SOPs) documented and accessible?		
	Are processes regularly reviewed for efficiency and effectiveness?		
Resource Management	Is equipment maintained and calibrated as per schedule?		
	Is staff adequately trained for key operational tasks?		
Risk Management	Are risks identified, assessed, and mitigated in operations?		
	Is there a documented business continuity plan?		
Quality Management	Are quality control checks performed at defined stages?		
Compliance	Do operations comply with legal/regulatory requirements?		
	Is documentation reviewed and retained according to policy?		

Audit Summary & Recommendations

Findings	Recommendations

Audit Details

Auditor Name(s)		Date	
Location/Department		Document Ref	

Important Notes

- This checklist should be tailored to reflect your organization's operations and regulatory environment.
- Evidence and comments should be specific and objective.
- Regular internal audits help identify gaps and drive continual improvement.
- Ensure audit records are securely maintained for accountability and reference.