Example of internal audit report according to ISO 22301

(Non-exhaustive list - will be adapted to each concrete application)

|  |  |
| --- | --- |
| Audited company |  |
| Codification of document |  |
| Date of the audit |  |
| Audit client |  |
| Audit scope |  |
| Place |  |
| Auditor |  |
| Auditee(s) |  |
| Standards | ISO 22301, ISO 19011 |
| Audit objectives |  |
| Audit criteria |  |
| Regulatory constraints |  |
| List of distribution |  |
| Validation |  |

|  |  |  |
| --- | --- | --- |
| Audit findings (results of evaluation of audit evidence) | | |
| 1. |  | |
| 2. |  | |
| Strong points (good practices) | | |
| 1. |  | |
| 2. |  | |
| Improvement opportunities | | |
| Requirement of the standard not met | |  |
|  | | 1. |
|  | | 2. |
| Repeated deviation | |  |
|  | | 1. |
|  | | 2. |
| Isolated deviation | |  |
|  | | 1. |
|  | | 2. |
| Progress track | |  |
|  | | 1. |
|  | | 2. |
| Suggestions | | |
| Improvement actions | | 1. |
| Responsible | |  |
| Deadline | |  |
|  | | 2. |
| Responsible | |  |
| Deadline | |  |
| Divergent opinion | | |
| Auditee |  | |
| Argument |  | |
| Audit follow-up | | |
| Responsible |  | |
| Deadline |  | |
| Conclusions | | |
| 1. |  | |
| 2. |  | |