



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE (UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)  
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH,CST), MBA & MCA



## INTERNAL AUDIT NOTES ISO 21001:2018 EOMS

<b>Department:</b>		<b>Auditor:</b>		<b>Date:</b>	
<b>Process: Laboratory Audit</b>			<b>Process Owner (Name of the person Audited):</b>		
<b>INPUTS:</b> Equipment List, Equipment Maintenance Records, Equipment service/ Calibration Records		<b>OUTPUT:</b> Lab Manuals, Stock Register /Bills, Calibration /Service Certificates, Sample Records		<b>OBJECTIVES:</b> Target – 100% Syllabus Completion Frequency of Calibration /Service	
<b>Notes/ Objective Evidence:</b> (e.g. inspected documents/ audit observations/result of interview)					<b>Evaluation</b>
<b>Description</b>		<b>Status</b>		<b>Remarks</b>	
Equipment Details					
Stock Registers/Bills					
Service Registers					
Calibration Details					
Software Details					
Maintenance Register					
Asset Management					
Lab Manuals					
Sample Records					
If description is not applicable, mark as " NA" in Status					
<i>Note: Please use separate audit notes for each process however you can use multiple sheets for single process.</i>					

E: evaluation: 1 = conformance    2 = Non-conformance    n.a.: not applicable