



# MITS

## MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

### INTERNAL AUDIT REPORT

Issue No : 01	Revision No: 00	Doc. No: IMS-MITS/IDR/01
Issue Date: 01/04/2025	Revision Date: 01/04/2025	Page 1 of 1

Date \_\_\_\_\_

IMS Coordinator, IMS team leader to finalize consolidated audit report just after the completion of the audit activities in consultation with all audit team members. Respective audit team members also submit their findings to concerned auditee on site for advance action and record.

#### PART-A: Details of Audit.

Audit duration: \_\_\_\_\_

Audit Checklist (specify and enclose if required)

&Notes:

Covered IMS Elements of Manual:

	4.1	4.2	4.3	4.4	5.1	5.2	5.3	6.1	6.2	6.3	6.4	6.5	6.6	6.7	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	8.6	8.7	9.1	9.2	9.3	10.1	10.2	10.3
Observed Conformity (tick)																																
Nonconformity (write numbers):																																

Observation/Scope for Improvement:

#### PART-B: Report of Non conformities and Their Handling (expand if necessary)

\*Root Cause of Nonconformity: A (Inadequate documentation), B (Lack of awareness, commitment), C (Lack of resources), D (Deficient inputs/services), E (Freak), F (Any other).

Sl.No	Non Conformity Statement	Attributed To Section of IMS Manual	Root Cause*	Correction (to eliminate/dispose Nonconformity)	Proposed Corrective Action (CA) (to eliminate the cause of Nonconformity)	By Date	Follow-up Report (Actions complete? And effective?)

IMS Coordinator :Name

Signature/Date

Distribution by IMS Coordinator:

1. Original with enclosures to team leader (IMS),MITS for analysis and records
2. Copy to ..... (concerned HOD)-for needed actions, information, etc.
3. Copy to Audit team leader for follow-up and submission of final status of corrective action taken and verification of their effectiveness