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**INTERNAL AUDIT NOTIFICATION**

IA No. \_\_\_\_\_\_\_\_\_\_\_

AUDITEE: Click or tap here to enter text. DEPARTMENT: Click or tap here to enter text.

PROPOSED ON SITE DATES: Click or tap to enter a date. thru Click or tap to enter a date.

LOCATION OF AUDIT: Click or tap here to enter text. LEAD AUDITOR: Click or tap here to enter text.

**AUDIT OBJECTIVE/SCOPE**:

Click or tap here to enter text.

**PLEASE READ:**

The audit will be centered on the Objective (noted above), in concert with the ISO standards for ISO 9001:2015. The specific ISO elements the audit team will audit are contained in the ISO Audit Checklist for the internal audit team. The audit team will verify your department follows all ISO standards. This includes evaluating relevant policies, procedures, processes, guides, work instructions, etc. that are within the scope of the audit.

Please review CIS-G002 (provided by the Lead Auditor, or can be referenced online) before your meeting with the auditor to enable your preparedness for the audit.