• a SOP that describes how to choose suitable auditors, plan the audit, prepare an audit checklist, determine nonconformances, write an audit report, and set a close-out period.

Courses on internal audit are offered by NATA.

Example of an internal audit report form

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**INTERNAL AUDIT REPORT**

Section 1: To be completed by Auditor

Auditor: ___________ Dept: ___________ Audit Date: ___________ Audit No: ___________

Scope / plan:

Details of audit findings:

Non-conformance Report Number(s):

Auditor name: ___________ Signature: ___________

Auditee name: ___________ Signature: ___________

Section 2: Correction / Preventative Action taken (to be completed by Supervisor / Quality Manager)

Name: ___________ Signature: ___________ Date: ___________

Forward form to Quality Manager with documentation Date for follow-up:

Section 3: Follow up to check effectiveness of actions (to be completed by Quality Manager / Supervisor)

Approved for close-out by: ___________ Date closed out: ___________

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*Requirements for Procedures Related to the Collection, Processing, Storage and Issue of Human Haemopoietic Progenitor Cells*