

HEXATECH	QUALITY SYSTEM ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	<b>Internal Quality Audit Report</b>	Revision No.: 0		Document Ref: QSA-REC-IQAR

<b>IQA No.:</b>		<b>Conducted by:</b>	Internal Personnel / Outsourced Auditor *	<b>STATUS REPORT DATE:</b>
<b>IQA Date:</b>		<b>Outsourced Auditor:</b>		

NO.	AUDIT PROCESS	Dept	Lead Auditor	NCR RAISED		POSITIVE OBSERVATIONS		NEGATIVE OBSERVATIONS	
				QTY	STATUS	QTY	STATUS	QTY	STATUS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>TOTAL:</b>				<b>0</b>		<b>0</b>		<b>0</b>	

**Summary report:**

<b>Prepared by:</b>  Signature: Name: Appointment: QMA Date:	<b>Verified by:</b>  Signature: Name: Appointment: IM Date:	<b>Approved by:</b>  Signature: Name: Appointment: MD Date:	<b>Recorded by:</b>  Signature: Name: Appointment: QSAE Date:
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**(1) OBSERVATIONS FOR FOLLOW UP ACTION:**

**DATE:**

No.	Dept	Function	Observations	Corrective Action To Be Taken	Completion Target Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**(2) POSITIVE OBSERVATIONS**

No.	Function	Description		
1				
2				
3				

**(3) NON-CONFORMANCE REPORT**

No.	Function	Description	Decision on Corrective Action	Completion Target Date
1				
2				
3				