

INTERNAL AUDIT REPORT - Manufacturing

For the Period: [Start Date] to [End Date]

Audit Conducted On: [Date(s) of Audit]

Audit Scope: [E.g., Production, Quality, Stores, Safety, Statutory Compliance]

Location: [Plant Name/Location]

Audit Team: [Names & Designations]

Table of Contents

List of all sections in the report with page numbers.

1. Executive Summary

- Audit Objective: Brief statement (e.g., "Assess compliance, efficiency, and controls in production & related functions").
 - Overall Rating: (E.g., Satisfactory / Needs Improvement / Unsatisfactory).
 - Key Findings Summary:
 - Critical Non-Conformances (NCs) - [Number]
 - Major NCs - [Number]
 - Minor NCs/Observations - [Number]
 - Key Risks Highlighted: (E.g., Statutory non-compliance, safety hazards, inventory loss).
 - Management Response Summary: Brief overview of commitments received.
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2. Audit Objectives and Scope

- Objective
 - Departments or areas were reviewed
 - Time period covered
 - Any limitations (e.g. areas not audited)
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3. Methodology

- Documents reviewed
 - Site visits and interviews conducted
 - Tools/software used (Tally, SAP, checklists, etc.)
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4. Detailed Findings

Present the main observations, issues, and risks.

Area Audited	Observation	Risk Level	Recommendation	Responsible Person	Timeline
Inventory	Stock mismatch in warehouse	Medium	Reconcile stock and update ERP records	Stores Manager	2 weeks
Payroll	Unverified employee attendance	High	Implement biometric tracking	HR Manager	1 month

Repeat this table for every department audited:

- Finance

- Procurement
 - Production
 - Safety
 - HR
 - Legal Compliance
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5. Compliance Check

List statutory requirements and whether they are met:

Regulation	Status	Remarks
Companies Act 2013 - Section 138	✓ Compliant	Internal audit conducted as per schedule
GST Returns	✗ Non-Compliant	GSTR-3B not filed for March 2025

6. Summary of Recommendations

Bullet list of most urgent and important actions needed:

- Update inventory records monthly
 - Conduct quarterly fire drills
 - Train staff on GST return filing
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7. Conclusion

Wrap up the report with a final statement:

- Summary of control environment effectiveness
 - Key strengths
 - Major areas of concern requiring urgent attention
 - Opinion on compliance status
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8. Annexures (Optional)

- Checklists used
 - Photos of safety issues
 - Screenshots from ERP
 - Past audit reports for comparison
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9. Sign-Off

Prepared By:	_____	Date: _____
Reviewed By (Audit Manager):	_____	Date: _____
Acknowledged By (Plant Head):	_____	Date: _____
Approved By (Audit Committee):	_____	Date: _____