Internal Audit Reports

From Registers / Administrative Registers / Internal Audit Reports select **+ADD NEW**.

AuditType	Form	Staff	CompletionDate	Sign...		
Supervisor	zzHSEQ-F-014 - INTERNAL AUDIT FORM & REPORT	George Foreman	08/04/2021	☑	✎	🗑
General	AA13 - Audit Report Simple	Kermit Frog	27/01/2021	☑	✎	🗑
Supervisor	HSEQ-F-014 - INTERNAL AUDIT FORM & REPORT	Kermit Frog	25/01/2021	☑	✎	🗑

1. Select the Staff member who will complete the internal audit.

2. Select the date it should be completed by.

3. Choose the Template to be used.
   Note: only forms that are locked and have template type "Audit Report Internal" selected will show in the list.

4. Select the **Audit Type**.

5. Click 💾 **SAVE**

5 💾 SAVE 🗑 DELETE ↩ BACK

Staff	CompletionDate	Template	
1 Kermit Frog ▾	**2** 19/01/2022 ✕ 📅	**3** AA-IA01 - INTERNAL AUDIT REPORT - v1 ▾	**6** ☑ Signed Off

AuditType
4 General ▾

Documents **8** ⊕ ADD FILE

	Last Modified Time	Title	Description	Action
🌐	19/01/2022 06:24 **7**	Inernal Audit Reports	AA-IA01 - INTERNAL AUDIT REPORT	☁ ☁ 🗑

6. Signed Off will show as ticked once the form has been completed on the mobile app.

7. The audit report or checklist form will populate under documents once completed on the mobile app.

8. Click **+ADD FILE** if you need to attached any more files: **Adding Documents.**

The task is available to complete in the mobile app under Registers / Internal Audit Reports