

 <p style="text-align: center;">LABORATORY-WIDE PROCEDURE Food and Drug Administration</p>	Document #: ORA.LAB 4.14	Version #: 1.5
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Title: ATTACHMENT B – Audit Summary Report Example		Effective Date: 10-01-03 Revised: 01-20-12

DATE:

FROM: [Name]

THRU: [Name]

TO: [Name]

SUBJECT: Internal Audit Summary Report

An internal audit was conducted (dates). The main emphasis of this audit is the internal assessment of the quality management system. This assessment determines whether or not the [Name] is operating in accordance with the policies and procedures set out in the quality manual and related documentation.

The following areas were reviewed and findings include:

TITLE: Brief description

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