**Audit Ref: Auditor:**  **Date:**

**Auditee: Procedure:**

1. **Reason for Audit:**
2. **Audit Findings Summary:**

**(To include general statement, positive points and areas for improvement where appropriate)**

1. **Details of Non Conformities**

(Where critical or major non-conformity is raised or there is an identified trend then Root Cause Analysis to be undertaken)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Detail of NCR** | **Crit****Maj****Min** | **Corrective Action** | **Resp****Person** | **Preventive Action** | **Resp****Person** | **Comp.****By** |
|  |  |  |  |  |  |  |  |
| **Root cause analysis required** (If yes attach RCA work sheet) | **Yes/No** | If yes select which technique | **5 Whys** | **Fishbone** | **Other detail below** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Detail of NCR** | **Crit****Maj****Min** | **Corrective Action** | **Resp****Person** | **Preventive Action** | **Resp****Person** | **Comp.****By** |
|  |  |  |  |  |  |  |  |
| **Root cause analysis required** (If yes attach RCA work sheet) | **Yes/No** | If yes select which technique | **5 Whys** | **Fishbone** | **Other detail below** |
|  |
|  |  |  |

1. **Audit Close Out**
	1. **Method used to verify effectiveness of corrective and preventive action.**

**Corrective Action**

**Preventive action**

**Auditor (signature): Date:**