

**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)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |
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| **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:**