

Audit Report

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)

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3. 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
1.							
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 Perso	Preventive Action	Resp Perso	Comp. By
2.							
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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4. Audit Close Out

4.1 Method used to verify effectiveness of corrective and preventive action.

Corrective Action

Preventive action

Auditor (signature):

Date: