**Audit Report**

**${AP\_ClientName}**

# ${AP\_Name}| ${AP\_DateFrom} - ${AP\_DateTo}

**This report and all its contents are confidential**

## Section 1: Basic audit data

|  |  |
| --- | --- |
| **Client/Address** | **Client ID#** |
| ${AP\_ClientName}  ${AP\_CompanyLocation\_1} | ${AP\_ClientCBRef} |
| **Audit Criteria** |
| ${AP\_StandardName} |
| **Date(s) of audit** |
|  | ${AP\_DateFrom} - ${AP\_DateTo} |
| **Audit Activity** | ${AP\_AuditTypeName} |

**Audit Team**

|  |  |  |
| --- | --- | --- |
| Lead Auditor | Robert Low | Audit-Day(s): |

**Audit Applicability**

|  |  |  |
| --- | --- | --- |
| ${AP\_StandardName} |  |  |

|  |
| --- |
| Scope of certification (if applicable specify scope for each site and each standard)  ${AP\_CompanyScope} |

## Section 2: Overall Results

|  |
| --- |
| No Action Required The management system was found to be fully effective (no nonconformities issued) |

## Section 3: Findings summary

*See below findings for further details.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Critical Issued | Major Issued | Minor Issued | OFI Issued | # Total NC’s |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Findings | | | |  |
| Finding Ref | Clause | Standard | Classification | Detail and Objective Evidence |
| #DDMMYY-## |  |  |  |  |

## Section 4: Items and Personnel

|  |  |
| --- | --- |
| **Components, Materials, Intermediates and Products** | |
| **Item Type** | **Item** |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel** | | | | | |
| **Name** | **Designation** | **Opening** | **Document Review** | **Site Inspection** | **Closing** |
| ${AP\_Personnel\_R}${AP\_Personnel\_Name} | ${AP\_Personnel\_Designation} | ${AP\_Personnel\_Opening} | ${AP\_Personnel\_Doc} | ${AP\_Personnel\_Site} | ${AP\_Personnel\_Closing} |

## Section 5: Evidence Summary

|  |
| --- |
| **The evidence of the state of the management system is summarized below** |
| ${AP\_Report\_R}${AP\_Report\_SectionName}  **Scope**  ${AP\_Report\_Section\_Scope}  **Summary**  ${AP\_Report\_Section\_Summary}  **Evidence**  ${AP\_Report\_Section\_Evidence}  **Outcome**  ${AP\_Report\_Section\_Outcome}  **Photographical Evidence**  ${AP\_ReportPhotos\_R}${AP\_ReportPhotos\_Section\_Photo} |