

Audit Report (2) For Internal and Supplier Audits

Notification of Audit to		Report Reference Number	
Department /Supplier			
Planned Audit date		Actual Audit Date	
Lead Auditor		Auditor 1	

	Corrective / Preventive Action(s) Required	By	Date
1			
2			
3			
4			
5			
6			

Confirmation of completion of audit and findings		
Auditee / Quality Rep		
Signature	Print	Date
Assessor / authorised person		
Signature	Print	Date

	Corrective / Preventive Action(s) Verified	Auditor Name	Date
1			
2			
3			
4			
5			
6			

Review (Q A use only) Comments	

Lessons Learnt from this Audit and Findings	Yes <input type="checkbox"/> No <input type="checkbox"/>
Now ensure that Lessons Learnt are notified to the Lessons Learnt Co-ordinator	