

Audit Reference Number: <i>20111111 Customer Succes - Customer Satisfaction</i>		Lead Auditor:									
Function/Group/Department Audited:		Audit Date:									
Auditee(s):	Job Role:	Standards: ISO 9001:2015	Clauses: 8.2.1 9.1.1 9.1.2 9.1.3								
Audit Scope:											
<p><u>Executive Summary:</u></p> <p><i>Example - This audit demonstrated that there was a very good understanding of the requirements of ISO27001:2013 and that those who were audited showed a willingness to seek further guidance is they were unsure about the implementation of security.</i></p> <p><i>Very good commitment is being demonstrated by top management with the management system being assimilated into daily practices to ensure effective alignment with the company's strategy.</i></p> <table border="1"> <tr> <td>Major Non-conformities</td> <td>0</td> </tr> <tr> <td>Minor Non-conformities</td> <td>0</td> </tr> <tr> <td>Observations</td> <td>0</td> </tr> <tr> <td>Opportunities for Improvement</td> <td>0</td> </tr> </table>				Major Non-conformities	0	Minor Non-conformities	0	Observations	0	Opportunities for Improvement	0
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Minor Non-conformities	0										
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Opportunities for Improvement	0										
<p><u>Audit Report:</u></p> <p>EXAMPLE CONTENT</p> <ol style="list-style-type: none"> 1. Clause/Area of the Business 2. Explain what was seen including any positives identified. 3. Add 'Viewed during the Audit' table (document, version, document date) 4. Add sample of document to report (image) 5. List any Minor Non conformances (Minor NCXX), observations (OBSXX) or opportunities for improvement (OFIXX) in that section. <p>NOTE: Non-conformities arise when practices are not conforming to the standard. List the standard and clause and why the practice is not conforming to the clause.</p> <p>Viewed during the Audit:</p> <table border="1"> <tr> <td>Document</td> <td>Triaster Risk Register SWOT PESTLE.xlsx</td> </tr> <tr> <td>Version</td> <td>6</td> </tr> <tr> <td>Document Date</td> <td>20210929</td> </tr> </table>				Document	Triaster Risk Register SWOT PESTLE.xlsx	Version	6	Document Date	20210929		
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Sampled from the documentname.xlsx tab named xx: [insert image] OR Sampled documentname.docx page 6 [insert image]	
<u>Distribution of Report:</u> 	<u>Record of Acceptance following Closing Meeting:</u> Authorised (signature): Date: <hr/> Authorised (signature): Date:

Observations/Opportunities for Improvement Details		
For Auditors Use		
OBS/OFI Ref No	Details	Risk Level
OFI01		
OFI01		
OBS01		

Risk Level	Description of Risk
Very High	Will have a serious impact at the next external assessment
High	Highly likely to have an impact at the next external assessment
Medium	Attention should be given to this as an ongoing improvement, although not likely to have an impact at the next assessment
Low	Not likely to have an impact at the next assessment as the impact on the management system is low
Very Low	Nice to have but excessive time should not be spent on these actions if they are not beneficial.

Non-conformities

Reference	Area/Process	Clause
Minor NCXX		
Standard:		
Details:		
Requirements:		

Reference	Area/Process	Clause
Minor NCXX		

Standard:	
Details:	
Requirements:	