

Audit Report

Auditor name

Audit date

Dates of previous audits			
Action points from previous audit	Comments		

Audit checklist

Checklist	Standard	Section	Audit Question	Finding	Compliance
			Whether there exists document procedure for requirements specification?		
			Whether the procedure has an owner?		
			Whether procedures were established to report the defect & resolve them?		

Summary of preventive action

Input: audit, customer feedback, employee suggestion
Root causes

Summary of corrective action

Input evidence of nonconforming work products, in effective process
Root causes of failures

Audit Summary and Recommendations

Sign
Designation

Date
Auditor

Acceptance Sign
Designation