**Audit Report**

|  |  |
| --- | --- |
| **Date/s of audit** |  |
| **Auditee** |  |
| **Audit Client (if applicable)** |  |
| **Type of audit** |  |
| **Scope** |  |
| **Criteria** |  |
| **Further instructions/ Information** |  |
| **Audit Team Members** | Lead Auditor:Support Auditor/s: |
| **Name of management representative:** |  |

**Audit Summary**

[Include the following points:

* Thank relevant representative/ organisation for hosting the audit
* Summarise positives identified during audit
* Identify number of action items and any high risk issues]

Findings from the audit have been rated as either an Action Item, Opportunity for Improvement, Satisfactory or Not Applicable and these definitions are outlined in the table below.

|  |  |  |
| --- | --- | --- |
| **Type of Finding** | **Explanation** | **Total** |
| **Action Item**  | Where there is evidence that current practice does not comply with the stated criteria found and for which appropriate correction and/or corrective action is needed. |  |
| **Satisfactory** | Where there is evidence that current practice does comply with the stated criteria. |  |
| **Opportunity for Improvement** | A subjective finding which highlights potential to enhance current process or system. Action is advised, but not mandatory. |  |
| **Not Applicable** | The criteria is not relevant to the operations of auditee, or this criterion was not audited at the time of audit. |  |

**Corrective Action to Address Actions Items**

It is recommended that [Auditee] provides a corrective action plan to [Audit Client/ other relevant party] that communicates the proposed action that will be undertaken in order to address the Action Items within 7 business days within the agreed timeframes to close out these actions.

**Disclaimer:**

This audit is based upon a sample of the people, processes, documents and records evaluated during the audit and are not a definitive statement of compliance of all activities within the organisation. Our findings have been generated from the samples we have seen, explanations heard, or activities observed. There may be other areas of non-compliance that our sample did not uncover.

**Detailed Audit Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Audit Criteria** | **Evidence** | **Finding** | **Improvement Action** | **Observation** |
| 1 | Document specific requirement of the audit criteria | Communicate any evidence you have obtained by way of:* Interviews
* Observations of activities being undertaken
* Records or other documents sighted
 | Identify the finding * Satisfactory
* Action Item
* Observation
 | If you have identified an Action Item, list briefly what the overall improvement action is. Ensure this statement directly relates to the audit criteria. | Communicate any observations or opportunity for improvement that you have identified during the audit here.  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**Conclusion:**

Thank you for choosing GMS to undertake an audit of [organisation]. We trust that the audit process and resulting report provides a detailed assessment regarding current compliance to the requirements of [Insert audit criteria]. A corrective action plan should be provided to xx} within [insert timeframe] which will communicate how the organisation plans to address the areas of non-compliance.

[Insert any other closing remark if required].

Yours Sincerely,

Lead Auditor Name