

MOD	ASEMS Procedures	Procedure AAP01d
AAP01d – Audit Reporting and Follow Up		Page 1

Form AAP01d/F/01 - Audit Report Template			
IPT:			
Project(s) sampled during audit – title(s)/description			
Audit title and ref			
Audit dates:			
Audit client:			
Audit locations:			
Audit team:			
Completed by:		Date:	
Reviewed by:		Date:	
Audit scope, criteria and objectives:			
Description of approach and methodology:			
Audit findings:			
Areas of strength:			
Areas for improvement:			
Conclusions:			

DOCUMENT IS UNCONTROLLED IN PRINT	ISSUE LEVEL:	Release draft V2.2e/s
	DATE:	November 2007

MOD	ASEMS Procedures	Procedure AAP01d
AAP01d – Audit Reporting and Follow Up		Page 2

Additional information:	
--------------------------------	--

If appropriate and agreed with the Auditee, the following may also be provided	
Audit limitations:	
Any unresolved issues between auditor/auditee	
Recommendations for improvement (if required by Audit client)	
Agreed follow up plans (if specified in the audit objectives)	
Annexes:	Please indicate whether the audit report contains the following annexes – (If not included please indicate why)
Audit team composition form:	
Audit team competency record form:	
Audit plan:	
Audit Pro-formas	
Non-conformance, Observation, Corrective and Preventive action forms	
Opening and closing meeting minutes	

DOCUMENT IS UNCONTROLLED IN PRINT	ISSUE LEVEL:	Release draft V2.2e/s
	DATE:	November 2007