|  |  |  |  |
| --- | --- | --- | --- |
| **1. Company information** | | | |
| **Company name** |  | | |
| **Address** |  | | |
| **Other audited sites** |  | | |
| **Company representative** |  | **E-mail** |  |
| **Company description,**  **business activities** | e.g., Scope of certification | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Audit information** | | | | | | | | |
| **Audit date** | | **Stage 1:** dd.mm.yyyy | | | **Stage 2:** dd.mm.yyyy | **until:** dd.mm.yyyy | | **Remote:** yes / no / partly |
| **Audit method:**  Select | | | **No. of employees:** xx | | | **No. of employees in scope:** xx | | **Audit duration:** |
| **Audit standard(s)** | **Standard 1:** | | | | **Standard 2:** | **Standard 3:** | **Standard 4:** | **Standard 5:** |
| Select | | | | Select | Select | Select | Select |
| **Audit type  per standard** | **Audit type:**  Select | | | | **Audit type:**  Select | **Audit type:**  Select | **Audit type:**  Select | **Audit type:**  Select |
| **Registration no.** |  | | | |  |  |  |  |
| **Scope** | No changes  Adjustment required | | | | **EAC scope:**  Select | **NACE code** (only for  EMAS): | **Category (ISO 22003/ISO 13485/ISO 50003):** | |
| **Lead Auditor** | | | | **Auditor** | | | **Expert** | |
|  | | | |  | | |  | |

Declaration of independence

All the members of the audit team have signed the declaration of independence, in which they are committed that there is no professional relationship of any kind and have not provided any kind of advisory service or any kind of service (internal audits, design / development of management system) for the company being audited, or another company legally associated with this company, during the last two (2) years, at least. Also, they are committed that they will not develop any kind of cooperation and / or advisory service, during the next two (2) years after the audit. Finally, they are committed that there is no conflict of interest with the company being audited due to previous or current relationship. If any of the above is not fulfilled, the member of the audit team shall notify to TÜV AUSTRIA in writing.

| **Date / Time1** | **Audit content / Processes** | **Department / Organizational unit / Participants** 2 3 4 | **Auditor(s)** |
| --- | --- | --- | --- |
| **dd.mm.yyyy** | **Location address** |  |  |
|  | **Opening meeting Introduction of all participants, Confirmation of the audit plan** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Break** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Coordination of the auditors, Clarification of open issues** |  |  |
|  | **Closing meeting, Presentation of audit findings, Discussion** |  |  |
|  | **End of audit** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place / Date** |  | | |
| **Lead auditor** |  | **Auditor(s)** |  |
| **Signature** |  | **Signature(s)** |  |

Changes of the audit action are possible

2 Is to be appointed by the company

3 for ISO 45001: 1) management legally responsible for occupational health and safety. 2) personnel responsible for monitoring employees’ health (e.g., doctors and nurses) 3) employees’ representative(s) with responsibility for occupational health and safety 4) managers and permanent and temporary employees 5) managers and employees performing activities related to prevention of occupational health and safety risks 6) contractors’ management and employees.

4 The participants in the closing meeting must always be updated here in the event of a change or listed separately in the audit report.

for ISO 45001: A justification must be provided if certain people are unable to attend the closing meeting.

| **Significant issues impacting on the audit program** |
| --- |
| **None.** |