

AUDIT REPORT TEMPLATE

SECTION 1 AUDIT STATEMENT AND AUDIT FINDINGS

Audited body

Name of audited body	
Name of contact person for audited body	
Position title	
Contact person phone number	
Contact person email address	
Audited body's street address	

Audit description

Type of audit	[Please select: Limited/Reasonable] Assurance
Type of carbon neutral claim(s) (tick all applicable)	<input type="checkbox"/> Organisation <input type="checkbox"/> Precinct <input type="checkbox"/> Product/service <input type="checkbox"/> Event
Subject(s) of carbon neutral claim(s)	<i>E.g. 'The Australian Business Operations of Company x', or 'The opt-in x service offered by Company y'.</i> <i>If a carbon neutral claim is certified by the Department, the subject of certification (i.e. subject of the carbon neutral claim) is stated in a schedule at the back of the responsible entity's licence for the use of the certification trade mark, and must be copied exactly here.</i>
Initial or periodic audit	
Reporting period covered by audit	
Date terms of engagement signed	
Date audit report signed	

Audited emissions inventory [insert year e.g. FY 2017–18, CY 2017]

Audited Scope 1 emissions (tonnes CO₂-e)	
Audited Scope 2 emissions (tonnes CO₂-e)	
Audited Scope 3 emissions (tonnes CO₂-e)	
Scope 2 emissions reduced through retirement of LGCs (tonnes CO₂-e)	
Total retired offsets (tonnes CO₂-e)	

Auditor details

The Auditor must confirm that they are a suitably qualified auditor, in accordance with the relevant category or categories of the National Carbon Offset Standard. For NGER-registered auditors rotation of auditors is required where four consecutive audits have been carried out by an individual auditor for the audited body.

Name of audit team leader	
Organisation	
Email	
Phone number	
Address	
Names and contact details of other audit team members if applicable	
Lead auditor's relevant qualifications, registrations and credentials	<p>These must include:</p> <ul style="list-style-type: none">• NGER registration number; or• Accreditation against ISO 14065:2013; or• Accreditation against recognised international standard based on ISO 14040.

[Insert name of audit organisation] confirms that we are not aware of any actual or perceived conflict of interest in having completed this engagement.

For NGER-registered auditors: [Insert name of lead auditor] confirms that he/she has not carried out more than five previous consecutive audits for *[insert audited body name]*.