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|  | **STAGE 1 AUDIT REPORT** |

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| Organisation | {organization} | | | | |
| Scope of Certification | {scope} | | NACE/EA | | {nace\_ea} |
| Auditor | {auditor} | Date of Audit | | {audit\_date} | |

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| 1. Documentation including quality manual and procedures were reviewed against the applicable standard. The result of documentation review is included in attachment.  {report\_param\_1} |
| 2.Evaluation of clients location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit;  {report\_param\_2} |
| 3. Review of client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;  {report\_param\_3} |
| 4. Collected necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.);  *Mention the justification for any clause exclusion.*  {report\_param\_4} |
| 5.Evaluation of Internal audits and Management Review:  {report\_param\_5} |
| 6. Review the allocation of resources for stage 2 audit and agreed with the client on the details of the stage 2 audit:  {report\_param\_6} |
| 7. Collected necessary information for planning stage 2 audit :  {report\_param\_7} |
| 8. Verified the information provided in the application including number of employees:  {report\_param\_8} |

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| Audit Findings:  {audit\_findings} |

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| Areas of Concern:  {concern\_areas} |

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| Based on the above evaluation, it is recommended- |
| ak1 System is in place for Stage 2 audit. |
| ak2 Will be ready for Stage 2 after actions on the areas of concern identified. |
| ak3 Stage 1 needs to be repeated |
| Lead Auditor sign: |

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| Reviewed by our CB office:  {qcpl\_office}  Remarks: {remarks} |