***Name of organization/Process Audited***

**Audit Number:** \_\_\_\_\_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By**\_\_\_\_\_\_\_\_\_Team Salud\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audit Date(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_June 12 2017\_\_\_\_\_\_\_\_\_

**Audit Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BJTU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Audit Report date:\_\_\_\_\_\_**\_\_June 12 2017\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Auditors**: Will Detlor, Tom Moulard, David Leza, Mathis Raguin, Paul Guénézan

**Objective:** *Verify that processes, quality activities and related records comply with the documented quality system and are effective to ISO 9001: 2015 and/or TL9000 clauses listed in report appendix.*

**Scope:** *List names of groups audited, as well as key processes and overall context.*

14301024 – Team Leader’s Student Number

**Applicable audit records:** *Past audit reports and Corrective Action Requests/Findings.*

See following

**Executive Summary:** *Write a short description of overall conclusions to provide a quick overview of the audit results for management.*

A thorough inspection processed was followed by the group in subject. A sufficient amount of documents are attached, which were completed at an acceptable quality. However, there were several issues that were identified, which we will explore further in the proceeding document.

**Summary of finding**

**# of Critical CARs: 1**

**# of Major CARs: 2**

**# of Minor CARs: 2**

**# of SP: 2**

**# of OFIs: 0**

**Follow-up Audit needed? No: not needed**

**Overall Assessment**

**Corrective Action Requests (CARs) – Non-Conformities**

**CARs issued:**

* CARs require a formal response from the assigned manager with result of cause investigation, corrective action plan and target implementation date.

**Response for CAR is due: June 12 2017**

1. **Critical CAR:**

Customer Risk is Immediate or Process not defined/applied: Audited criterion of part of it is not taken into account.

|  |  |  |
| --- | --- | --- |
| **CAR#** | **CAR description** | **Risk** |
| 1 | Lack of documentation check in the checklist | *Risk of increased time in review of work that was already completed* |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. **Major CAR:**

Customer Risk Identified or Process not applied effectively: Audited criterion is taken into account. Considerable discrepancy observed against the reference.

|  |  |  |
| --- | --- | --- |
| **CAR#** | **CAR description** | **Risk** |
| 1 | Some documents are only in Chinese | *Language barrier – with the multiple changes in language it will be difficult to achieve maximum team cohesiveness and effectiveness* |
| 2 | Lack of consistency surrounding the documents -> some flaws in the checklist are not included in the issue log | *Flaws may” fall through the cracks” in that they will not be tracked in the future* |
| 3 |  |  |
| 4 |  |  |

1. **Minor CAR:**

No risk or Process not applied efficiently: Audited criterion is taken into account. Small discrepancy observed against the reference.

|  |  |  |
| --- | --- | --- |
| **CAR#** | **CAR description** | **Risk** |
| 1 | Incomplete inspection; only inspected 80% of document | *Potential for problems to not be discovered* |
| 2 | Review process map steps in wrong order | *All of the team may not understand their own personal roles, in regards to the bigger picture* |
| 3 |  |  |
| 4 |  |  |

1. **Other Key Findings:** 
   1. **Strong Points {SP} (Beyond standard requirements):**

Document positives and strengths in this section.

1. Completed statistics on effectiveness of their own project
2. Discovered lessons that they learned and recorded them; beneficial for future usage and a way to improve future system efficiency
   1. **Opportunity for Improvement {OFI} (Suggested way to improve system effectiveness or efficiency)**

Outside of highlighted risks, documents is acceptable as is. A little documentation could be beneficial.

**Appendix**

**Examples of the documentation, processes, standards, and records sampled include:**

Document projects, records, evidence checked during the audit.

-Review process map

-Inspection analysis

-Requirements Inspection Checklist

-Inspection Summary Report

-Issue log

-Lessons learned