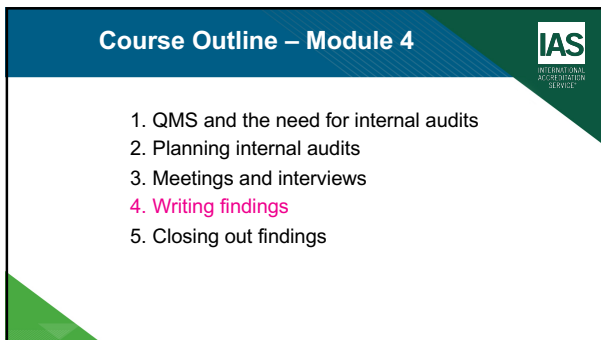
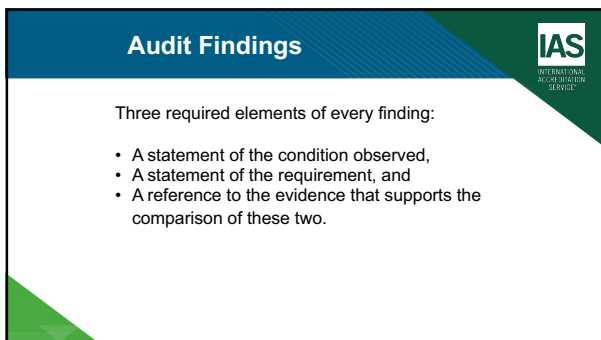


1



2



3

Evidence Supports Findings



Three sources of audit evidence:

- Review of reference documents and audit documents and records,
- Interview of auditees, and
- Observation of processes.

4

[illegible]

Scope of Evidence



Try and select evidence from:

- Some recent records
- Some not-so-recent records, and
- Some records from shortly after the last audit.

5

[illegible]


Sense of Conformance



In gathering evidence, try and obtain a sense of the overall conformance of the process to requirements. One or two records may not be enough to indicate a problem. Acquire more to confirm the level of conformance (or non-conformance) of the process.

6


Writing the Report



1. Solely the responsibility of the auditor (or lead auditor).
2. Only the auditor (or the lead auditor) **MUST** sign the report.
3. Only the auditor (or the lead auditor) declares the non-conformances.
4. Good lead auditors get consensus.

7

Contents of the Report




The report only does two things to be conformant:

- It is a factual description of the audit activities conducted, and
- It provides a fair and accurate picture of the quality system audited.

8

Structure of the Report




The report contains:

- Cover page
- Audit Summary
- Activity Summary
- Findings

9

Cover Page




The cover page contains:

- Report number
- Dates
- Scope and objectives
- Reference documents
- Audited documents
- Team names
- Auditee names
- Signature of lead auditor (and....)
- Page numbers...

10

Audit Summary Page




The summary page contains:

- Report number
- Auditor overall comments
- Auditor conclusions
- Auditor recommendations
- Date of next planned activity
- Page numbers

11

Activity Summary Page




The activity summary page contains:

- Report number
- List of observations (areas/activities)
- List of associated references
- List of deviations and other finding notation numbers
- Auditor activity comments
- Page numbers

12

Findings Page(s)




Each finding page contains:

- Finding (NCR) log number
- Indication of type of finding
- Identification of process owner, date and reference
- Description of the finding
- Space for root cause analysis, corrective action, and follow up

13


Team Debriefing



After the conclusion of the audit activity, gather the team together to discuss how it went and look for areas to improve.

14

Exercise 4 – Audit Report and Closing Meeting



1. Your group consists of the designated team leader for the audit of one of the processes within MOTIVA CAB. Following on from previous exercises, you are now prepared to write your audit report based on the observations you recorded during your interviews. Your team will now prepare the internal audit report and deliver it to the auditees, whose supervisor is played by the facilitator. Use the attached IDR forms to present your findings.
2. Each group is to conduct their closing meeting to your facilitator (representing the quality manager). Use the agenda shown in Section 4.4.1 of the Course Handbook.

15

Exercise 4 – Audit Report and Closing Meeting



The group is to accomplish the following:

- Each member is to write one non-conformance and one opportunity for improvement resulting from your interviews previous exercises.
- The group is to complete the audit report for this internal audit activity.
- You are to use the attached forms provided to you for this purpose.
