

**AUDIT REPORT**

**Stage 1**

|  |  |
| --- | --- |
| Organization: |  |
| Address: |  |
| Other locations  *if applicable* |  |
| Auditee representative: |  |
| Standard(s) audited: |  |
| Lead Auditor: |  |
| Other team members: |  |
| Dates of audit: |  |
| Audit duration: |  |

# Audit objectives

The objectives of this audit are:

* To review the management system documentation;
* To review the client’s status and understanding of the requirements of the standard;
* To obtain necessary information regarding the scope of the management system;
* To determine preparedness for stage 2;
* To review the allocation of resources for stage 2 and agree the details of stage 2;
* To evaluate if internal audits and management reviews are being planned and performed.

# Audit Scope

|  |  |
| --- | --- |
| The audit scope is as follows: | |
| The audit is multi-site. | Yes  No  N/A |
| All scope exclusions are appropriate and justified. | Yes  No  N/A |

# Critical audit findings

|  |  |
| --- | --- |
| Critical audit findings were discovered (please list critical findings below, if any were discovered). | Yes  No |

# Non-critical audit findings

|  |  |
| --- | --- |
| Non-critical audit findings were discovered (please list non-critical findings below, if any were discovered). | Yes  No |

# Opportunities for improvement

The audit team has identified the following opportunities for improvement (please list opportunities for improvement identified, if any).

# Audit conclusions

|  |  |
| --- | --- |
| The management system is designed to conform with all the requirements of the standard | Yes  No |
| The management system is designed to achieve the organization’s policy objectives | Yes  No |
| The management system is designed to meet statutory, regulatory and contractual requirements | Yes  No |
| The internal audit and management review processes are in place and adequate | Yes  No |
| The audit was successful in meeting the stated objectives | Yes  No |
| The client is ready for Stage 2 | Yes  No |

# Disclaimer

This audit is based on a sampling process of the available information and the auditors nor MSECB can guarantee that all, if any, non-conformities have been discovered.