

**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.