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| **Office Audited** |  | | **Audit Date/s** |  | | |
| **Auditee/s** |  | | | | | |
| **IQA Team Leader** |  | | **IQA Team Member/s** |  | | |
| **Scope** |  | | | | | |
| **Objective** |  | | | | | |
| **STRENGTHS** |  | | | | | |
| **OBSERVATIONS** |  | | | | | |
| **FINDINGS** | **Criteria**  (ISO Clause/ Regulation/ Policy) | **Documented Information/ Evidence** | **Finding Statement** | | **RFA No.** | **Remarks** |
| **Nonconformities** |  |  |  | |  |  |
| **Potential Nonconformities** |  |  |  | |  |  |
| **\*Opportunities for Improvement** |  |  |  | |  |  |
| **OPEN RFAs** |  | | | | | |
| **CLOSED RFAs** |  | | | | | |

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| **APPROVALS** | **SIGNATURES** | **DATE** |
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| Prepared by |
|  |  |  |
| Reviewed by |
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| Approved by |