AUDIT REPORT

OFFICE AUDITED:	DATE OF AUDIT:

AUDIT OBJECTIVE

AUDIT COVERAGE:

PROCESS/OFFICE	CLAUSES/ REQUIREMENTS	AUDITEE	AUDITOR

CONFORMITIES *(General descriptions of practices, activities, methodologies, etc. that are conforming to standards. May also mention commendable findings that are worth recognizing)*

NONCONFORMITY (Practices, documentations, activities, outputs, etc. that do not fulfill the requirements)

No.	**Description of Nonconformity** (what is happening/what is the issue?)	**Requirement** (clause/reference which was not fulfilled)	**Evidence** (objective evidences that support the description)

OPPORTUNITIES FOR IMPROVEMENT (Observed situations that do not actually violate any standard or requirement but may result to potential nonconformities.)

OTHER RELEVANT MATTERS:

AUDIT CONCLUSION:

PREPARED BY:	REVIEWED & APPROVED BY:
Auditor	**ELIZABETH S. LARASE, MAEd** Lead Internal Quality Auditor

ACKNOWLEDGED BY:
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