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MOD	ASEMS Procedures	Procedure AAP01d
AAP01d – Audit Reporting and Follow Up		Page 1

Form AAP01d/F/01 - Audit Report Template		
IPT:		
Project(s) sampled during audit – title(s)/description		
Audit title and ref		
Audit dates:		
Audit client:		
Audit locations:		
Audit team:		
Completed by:		Date:
Reviewed by:		Date:
Audit scope, criteria and objectives:		
Description of approach and methodology:		
Audit findings:		
Areas of strength:		
Areas for improvement:		
Conclusions:		

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	DATE:	November 2007

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Additional information:	
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If appropriate and agreed with the Auditee, the following may also be provided	
Audit limitations:	
Any unresolved issues between auditor/auditee	
Recommendations for improvement (if required by Audit client)	
Agreed follow up plans (if specified in the audit objectives)	
Annexes:	Please indicate whether the audit report contains the following annexes – (If not included please indicate why)
Audit team composition form:	
Audit team competency record form:	
Audit plan:	
Audit Pro-formas	
Non-conformance, Observation, Corrective and Preventive action forms	
Opening and closing meeting minutes	

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