

Instructions for Use

MOD Form 799(QA)

(Revised Feb 22)

PPQ = 1

MOD Format 792 - Quality Audit Summary Report and Record

1. **General.** The MOD Format 792 is used to record findings, corrective action and feedback for Audits, conducted within the Defence Air Environment (DAE). The form is divided into two parts:

- a. Part A - Quality Audit Summary Report.
- b. Part B - Quality Audit Record.

There is provision to compile multiple Quality Audit Reports (Part B, Annexes to be numbered alphabetically) per Quality Audit Summary Report. (Part A). The following instructions must be followed when completing the MOD Format 792.

2. **Header.** Enter a unique Audit Reference number (to be determined by local procedures) and annotate the Part B Annexes in use and the date of the audit.

3. **Part A - Quality Audit Summary Report.**

a. **Section 1.** The Audit Team Leader is to enter the following:

- (1) The type of audit.
- (2) Details of the organization being audited.
- (3) Organization tasking the audit.
- (4) Scope and purpose of the audit.

b. **Section 2.** Provide a narrative of the overall audit findings, resultant recommendations and actions. Include details of ownership for any outstanding corrective action(s), timescales for completion, and the references of any MOD Format 791 (Quality Occurrence Report) and/or any other reports that were raised. Complete the 'personal details' blocks.

c. **Section 3.** A suitably authorized departmental representative (Head of Section/Section Quality Representative) is to enter comments in response to the narrative at Section 2. The signature confirms acceptance of the audit report.

d. **Section 4.** Enter comments, as required, in response to the narrative at Section 2 and the comments at Section 3. Complete the 'personal details' blocks.

Note: For Self Audits, the completion of Section 4 may be delegated to the Quality system Co-ordinator; however this must be stipulated in Single Service Policy/local orders.

e. **Section 5 - Distribution.** Send the action copy of the report to the audit tasking authority. Copy the report to others as appropriate.

4. **Part B - Quality Audit Record.**

a. **Section 1.** The Audit Team Leader/Auditor is to provide details of the:

- (1) Area or process that is being audited.
- (2) Details of the post-holder conducting the audit.
- (3) Details of the post-holder representing the area or process being audited.
- (4) Type of audit being undertaken, by ticking the appropriate box.

b. **Section 2.** The Audit Team Leader/Auditor is to complete as required. This may include any special requirements, such as the conduct and scope for the audit, and make references to any documents the audit is measured against.

c. **Section 3.** The Auditor is to complete as follows:

- (1) **3a - Serial No.** Allocate a serial number to all entries. The numbering must run consecutively to identify individual audit records.
- (2) **3b - Audit Checklist.** This may include a specially targeted question set, or details of sub-areas, processes and activities under review.
- (3) **3c - Reference.** Enter references to established procedures, orders etc, that are used to audit against.
- (4) **3d - Audit Findings.** Record verifiable audit evidence (where possible). This should include records, statements of fact or other information, which are relevant to the audit criteria.
- (5) **3e - Action(s) Taken/Proposed.** Enter the details of any action(s) taken or proposed to resolve audit findings. For findings that cannot be resolved at the time, enter details of any MOD Format 791 (Quality Occurrence Report) or other reports raised.
- (6) **3f - Complete.** Initial and date this box, once all related actions/ follow-up actions have been completed or transferred.

Note: Rows will automatically expand to fit contents. Additional lines may be added to Section 3 by clicking to the right of a row and selecting the 'Enter/Return' key.

5. **Retention of Audit Records.** Once the audit is complete, retain the audit records in accordance with the procedure detailed in RA 4815(3) or Single Service Orders, as applicable.