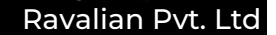


Reference Standard / Procedure Audited (e.g., ISO 9001:2015 – Clause 7.5)



C-65, LMP Road, Opp. Jiva Market,
TT Road, NY, USA

- | Record only factual and objective evidence – avoid assumptions.
- | Each observation must be linked to a specific clause / requirement.
- | Clearly classify as Major NC / Minor NC / Observation / OFI.
- | Provide evidence details (document numbers, records, physical condition).
- | Ensure responsible person and due date are agreed upon with auditee.
- | All corrective and preventive actions must be verified for effectiveness before closing.
- | Maintain impartiality and professionalism throughout the audit.
- | Observations should be clear, concise, and actionable.

Audit Type : Internal / External / Supplier / Surveillance

Auditor(s) Name(s) :

Auditee(s) Name(s) :

Audit Report No. / Ref. :

Sr. No.	Observation No.	Clause / Requirement	Audit Observation	Evidence / Records Verified	Category (Major / Minor / Obs / OFI)	Responsible Person	Target Completion Date	Corrective / Preventive Action	Status (Open / Closed)	Auditor's Remark
1	OBS/2012/01	ISO 9001:2015 – 7.5 (Documented Information)	Latest SOP for Calibration not updated with new frequency.	SOP No. CAL/QA/2012 Rev.0	Minor NC	QA Head	15/09/2012	Revise SOP and train staff.	Open	Training to be verified
2	OBS/2012/02	ISO 14001:2015 – 6.1.2 (Environmental Aspects)	segregation bins not labelled properly in shop floor.	Shop floor inspection	Observation	EHS Officer	10/09/2012	Re-label bins as per color coding.	Closed	Verified on 29-08-2012
3	OBS/2012/03	ISO 45001:2018 – 7.2 (Competence)	Forklift operator did not show valid license.	Operator interview & license check	Major NC	HR & Safety	20/09/2012	Conduct license verification & training.	Open	To be followed up
4	OBS/2012/04	GMP – Housekeeping	Dust observed on packaging line equipment.	Line audit report	OFI	Production In-charge	05/09/2012	Implement daily cleaning checklist.	Closed	Acceptable improvement seen
Observation Category (Major NC / Minor NC / Observation / OFI – Opportunity for Improvement)										