



# Audit Report

F20  
Revision 03  
20VV/11/10

Lead Auditor: John Souza	Auditors/Experts: -----	Audit Objective: Internal Audit
Audit Criteria: 9001/14001/45001	Audited Sectors: as indicated	Date of the Audit: 20XX/03/04-05

Comments related to the performance of the Audit:

Sectoral Audit Report: FARM

LEAD AUDITOR: Mary Rodriguez

The audit went smoothly and the 20XX Annual Audit Program was completed.

During the audit, the FARM manager was present.

Evidence collected:

Non-conformities were not observed

Audit findings:

THE FARM is organized and works well.

Lead Auditor's Recommendations:

Maintain the organization and look for opportunities for improvement.



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Lead Auditor: John Souza	Auditors/Experts: -----	Audit Objective: Internal Audit
Audit Criteria: 9001/14001/45001	Audited Sectors: as indicated	Date of the Audit: 20XX/08/10-14

Comments related to the performance of the Audit:

Sectorial Audit Report: HOTEL

LEADING AUDITOR: John Souza

The audit at the various locations went smoothly and the Annual 20XX Audit Program was completed.

The reception sector was partially audited due to many movements in the hotel.

During the audit to the rooms, the hotel manager was not present.

Evidence collected:

NC 01 - Reception staff are unaware of the Quality Policy

Audit findings:

Sectors are organized and operate well

Lead Auditor's Recommendations:

Reassess the knowledge of the Policy in the next internal audit.



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Lead Auditor: John Souza	Auditors/Experts: -----	Audit Objective: Internal Audit
Audit Criteria: 9001/14001/45001	Audited Sectors: as indicated	Date of the Audit: 20XX/02/14-18

Comments related to the performance of the Audit:

Sectors Audit Report: PURCHASES, SALES, HR

LEADING AUDITOR: John Souza

The audit at the various locations went smoothly and the 20XX Annual Audit Program was completed, except in the human resources sector which was not audited because the Human Resources manager was not available.

During the purchasing audit, the administrative manager was not present due to the vacation.

Evidence collected:

NC 01 - Cleaning products purchased from supplier A. Silva Ltd., are not on the list of approved suppliers

NC 02 - The purchase order for horse food, made on 11/20/2016, was not found

NC 03 - The sales team does not know the Management Policy

OBS 01 - The warehouse is disorganized and leaks when rain occurs

Audit findings:

The Purchasing Sector needs to improve control of the Warehouse

Lead Auditor's Recommendations:

Evaluate acquisitions again within a maximum period of 6 months in an extraordinary audit.



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Comments related to the performance of the Audit:

Sectors Audit Report: PURCHASES, SALES, HR

LEADING AUDITOR: John Souza

The audit at the various locations went smoothly and the 20XX Annual Audit Program was completed, except in the human resources sector which was not audited because the Human Resources manager was not available.

During the purchasing audit, the administrative manager was not present due to the vacation.

Evidence collected:

NC 01 - Cleaning products purchased from supplier A. Silva Ltd., are not on the list of approved suppliers

NC 02 - The purchase order for horse food, made on 11/20/2016, was not found

NC 03 - The sales team does not know the Management Policy

OBS 01 - The warehouse is disorganized and leaks when rain occurs

Audit findings:

The Purchasing Sector needs to improve control of the Warehouse

Lead Auditor's Recommendations:

Evaluate acquisitions again within a maximum period of 6 months in an extraordinary audit.



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Lead Auditor: Mary Rodriguez	Auditors/Experts: -----	Audit Objective: Internal Audit
Audit Criteria: 9001/14001/45001	Audited Sectors: as indicated	Date of the Audit: 20XX/06/14-18

Comments related to the performance of the Audit:

Report of Sectorial Audit: INFORMATION TECHNOLOGY

LEAD AUDITOR: Mary Rodriguez

The audit went smoothly and the 20XX Annual Audit Program was completed.

During the audit, the head of IT was present.

Evidence collected:

Non-conformities were not observed

Audit findings:

IT is organized and works well.

Lead Auditor's Recommendations:

Maintain the organization and look for opportunities for improvement.



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Lead Auditor: John Souza	Auditors/Experts: -----	Audit Objective: Internal Audit
Audit Criteria: 9001/14001/45001	Audited Sectors: as indicated	Date of the Audit: 20XX/04/05-06

Comments related to the performance of the Audit:

Sectoral Audit Report: MAINTENANCE

LEADING AUDITOR: John Souza

The audit went smoothly and the 20XX Annual Audit Program was completed.

The controls of the measuring equipment were checked

Evidence collected:

OBSERVATION 01 - The cleaning of the maintenance facilities is not good. There is oil on the floor.

OBSERVATION 02 - The personal protective equipment for use in electricity is old.

Audit findings:

The industry can improve your organization

Lead Auditor's Recommendations:

Evaluate the observations in the next internal audit.



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Comments related to the performance of the Audit:

Sectoral Audit Report: MANAGEMENT

LEAD AUDITOR: John Souza

The audit went smoothly and the 20XX Annual Audit Program was completed.

During the audit, director Peter Silva was present.

Evidence collected:

OBS 01 - Critical Analysis Meeting is poorly documented because it does not record the output of the critical analysis, focusing only on the inputs of the analysis

Audit findings:

In the next audit, it should be checked if there has been an improvement in the critical analysis log

Lead Auditor's Recommendations:

Evaluate the records at the next audit.



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Comments related to the performance of the Audit:

Sectoral Audit Report: RESTAURANT

LEAD AUDITOR: John Souza

The audit in the kitchen and cafeteria went smoothly and the 20XX Annual Audit Program was completed.

The waste sector was checked.

Evidence collected:

NC 01 - The restaurant garbage sector was leaking liquids into the environment

NC 02 - The personal protective equipment established for the kitchen is not used.

NC 03 - Meat temperature control is not working

Audit findings:

Sectors are organized and operate well

Lead Auditor's Recommendations:

Assess corrective actions in the next internal audit.





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Comments related to the performance of the Audit:

Sectoral Audit Report: SECURITY

LEAD AUDITOR: Mary Rodriguez

The audit went smoothly and the 20XX Annual Audit Program was completed.

During the audit, the head of SECURITY was present.

Evidence collected:

Non-conformities were not observed

Audit findings:

SAFETY is organized and works well.

Lead Auditor's Recommendations:

Maintain the organization and look for opportunities for improvement.



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Comments related to the performance of the Audit:

Sectorial Audit Report: SPA

LEAD AUDITOR: Mary Rodriguez

The audit went smoothly and the 20XX Annual Audit Program was completed.

During the audit, the SPA manager was not present and was replaced by a replacement.

Evidence collected:

Non-conformities were not observed

Audit findings:

The SPA is organized and works well.

Lead Auditor's Recommendations:

Maintain the organization and look for opportunities for improvement.