Audit Report Number	Date Raised	Audit Ref (if relevant)

Executive Summary

Introduction

Aims & Objectives

Audit Method

Non-conformities

No.	QMS Element/Process	Summary	CAR No.	Due Date

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Corrective Action Summary

Conclusions

Recommendations

Feedback & Acknowledgments

Audit Report Prepared By			
Report Prepared By	Signature	Position	Date
Report Reviewed By	Signature	Position	Date

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Corrective Action Close Out

Corrective Action Completed			
Actioned by	**Signature**	**Position**	**Date**
Verification By	**Signature**	**Position**	**Date**

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