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|---|-------------------------|---------------------|
| <b>MOD</b>                                    | <b>ASEMS Procedures</b> | Procedure<br>AAP01d |
| <b>AAP01d – Audit Reporting and Follow Up</b> |                         | Page<br>1           |

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

|                                   |              |                       |
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| DOCUMENT IS UNCONTROLLED IN PRINT | ISSUE LEVEL: | Release draft V2.2e/s |
|                                   | DATE:        | November 2007         |

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| <b>MOD</b>                                    | <b>ASEMS Procedures</b> | Procedure<br>AAP01d |
| <b>AAP01d – Audit Reporting and Follow Up</b> |                         | Page<br>2           |

|                                |  |
|--------------------------------|--|
| <b>Additional information:</b> |  |
|--------------------------------|--|

|   |
|---|
| <b>If appropriate and agreed with the Auditee, the following may also be provided</b> |
|---|

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

|                                   |              |                       |
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