

# Basic Steps for an Audit

- Scheduling the audit
- Planning the audit
- Opening meeting
- Audit the areas
- Auditors document findings
- Final audit report
- Closing meeting
- Creating the audit file

# Hold an Opening Meeting

## (with SBG Management)

- Agenda
  - Introductions
  - Have attendees sign-in
  - Review the scope of the audit
  - Establish communication
  - Confirm times
  - Schedule the closing meeting
  - Ask for any questions



# Sample CPAR



## Example

F-852-001-A

### Corrective/Preventive Action Request (CPAR)

CA  PA

(Check appropriate box to indicate corrective or preventive action)

Corrective Action # \_\_\_\_\_

or

Preventive Action # \_\_\_\_\_

Date: April 1, 2008

	Date Due	By/Assigned to	Completed Initials & Date
Investigation			
Implementation			
Audit			
CAR closed			

#### Description of Issue

*Procedure P 7.5 paragraph 5.2.1 says all monitoring and measurement equipment will have a calibration sticker indicating a current calibration status, or a calibration not required tag.*

*The scale No. 602 in the shipping department had a calibration sticker showing it was due for calibration in November of 2010. The file for No. 602 has no record of a current calibration.*

#### Investigation Finding / Root Cause

# Sample Audit Report



## Example

F-822-002-A  
Internal Audit Report

Audit Number: 5	Closing Meeting Attendees:
Date: <i>April 1, 2008</i>	
Area(s) audited: <i>Warehouse</i>	
Changes to Score of Audit (as defined in audit plan): <i>No changes in scope. Audited per plan</i>	
Auditor(s): <i>R Richards, Ander Anderson and Robbie Roberts</i>	

Audit Record (Describe what you examined below):

General Comments: *Everyone being audited. The documents promptly furnished.*

List of documents reviewed:

*P-7.5.5 Preservation of products  
Training records*

Audit Number: 5
Date: <i>April 1 08</i>

### Corrective Action Table

	Area	Description of Issue	CA number	CA verified as effective
1	<i>shipping</i>	<i>Overdue calibration</i>		
2	<i>shipping</i>	<i>Missing records</i>		
3	<i>warehouse</i>	<i>No hold ticked on returns</i>		
4	<i>warehouse</i>	<i>Fork truck checklist used</i>		