

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

Form AAP01d/F/01 - Audit Report Template		
<b>PT/DT:</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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	<b>DATE:</b>	May 2011

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<b>Additional information:</b>	
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<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 – (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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