

7.5. The Audit Report

7.5.1. The team leader drafts a summary report with key findings and sends this report to the operation's manager with a copy to the audit team not later than ten working days after the audit is completed.

7.5.2. The team leader drafts a detailed audit report with information on:

- Date and time of the audit.
- Audit location.
- Systems audited.
- People interviewed.
- Completed audit checklist.
- Additional comments and observations.
- Recommended actions.

7.5.3.

The team leader distributes the detailed audit report to the operation's manager not later than six weeks after the audit has been completed.

7.6. Follow-Up

7.6.1. The operation's manager meets with the system owners and agrees on action items, e.g. corrective and preventive actions with deliverables, owners and timetable.

7.6.2. The plan as defined in 7.6.1 is submitted to the audit leader not later than three weeks after the detailed report has been received.

7.6.3. The leader checks successful completion and deliverables of the corrective and preventive action plans.