

Supplier Compliance Audit Review Report Outline

1. Executive Summary

Brief summary of audit scope, key findings, conclusions, and recommendations.

2. Audit Details

- Date of Audit
- Location
- Name of Supplier
- Audit Team Members
- Audit Type (Initial, Follow-up, etc.)
- Purpose/Objective

3. Scope of Audit

- Products/Services Reviewed
- Departments/Processes Audited
- Standards and Requirements

4. Methodology

- Records Reviewed
- Interviews Conducted
- Site Inspections

5. Findings

5.1 Compliance Summary Table

Requirement Area	Status	Comments
Quality Management		
Environmental		
Health & Safety		
Social Responsibility		
Other		

5.2 Detailed Findings

1. Non-Conformities/Observations

- Finding #1: [Description, Evidence, Severity]
- Finding #2: [Description, Evidence, Severity]

2. Opportunities for Improvement

- Opportunity #1: [Description]

6. Recommendations

List and describe corrective and preventive actions recommended.

7. Conclusion

Summary of supplierâ€™s compliance status and any follow-up requirements.

8. Appendices

- Supporting Documents
- Audit Checklists
- Photos (if any)