

# 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 supplier's compliance status and any follow-up requirements.

## **8. Appendices**

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