

Finding no.	Audit ref / date	Clause	Finding	Grade (major/minor/obs)	Owner	Due date	Closed (date)	Verified by
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]

2. Review

Review the tracker in every QA meeting. Findings that miss their due date twice get escalated - to management review if necessary. Chronic overdue findings mean the system, not the owner, is the problem.

- Overdue findings: [list] | Escalation: []
- Repeat findings (same clause, new audit): []
- Trend: findings by area/clause: []
- Tracker reviewed by: [Name / date]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain [3 years] minimum. at [defined location] - and make sure someone besides you knows where that is.

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