# **Principal employer organisation – Quality audit report**

Version 8

February 2019

|  |  |
| --- | --- |
| Report prepared by: (lead auditor’s name) |  |
| Audit organisation: |  |
|  |  |
| Principal employer organisation: |  |
| Trading as: |  |
| Site address: |  |
| Postal address: |  |
| Principal employer organisation contact officer: |  |
| Title: |  |
| Telephone: |  |

**Audit Dates**

|  |  |  |
| --- | --- | --- |
| **Type of audit activity** | **Commencement** | **Completion** |
| Desk audit | /     /20 | /     /20 |
| Site visit | /     /20 | /     /20 |
| Rectification | /     /20 | /     /20 |
| Other [enter type] | /     /20 | /     /20 |

**Audit team members:**

List the audit team members and their roles during the audit.

**Principal employer organisation representatives involved in the audit:**

List the full names and the roles of all principal employer organisation representatives who participated in the audit.

**Audit observations:**

Summarise the most important observations, positive as well as negative, and the strengths and weaknesses of the principal employer organisation that were identified in the audit.

**Non-compliances:**

List all non-compliances and verify rectification of all non-compliances.

**Areas for system improvement:**

Attached principal employer organisation systems improvement form to this report (if applicable)

**Declaration:**

The lead auditor declares the audit team has maintained sufficient and appropriate records to support the findings of the quality audit undertaken. A copy of the detailed Quality audit workbook and/or audit records are on request.

**Recommendation:**  Compliant  Not compliant

**Lead auditor signoff:**

**Date: / /**

**Reviewed by principal employer organisation’s chief executive officer.**

**Chief executive officer signoff:**

Date: / /

Principal employer organisation comments, if any: