

# Cayman Systems

## Individual Audit Findings Report

<b>Company Name</b> _____	<b>Audit Identity</b> _____	<b>System Intention</b> _____
<b>Auditor</b> _____	<b>Audit Date</b> _____	_____
<b>Specification</b> _____	<b>Nonconformity?</b> <input type="radio"/> No <input type="radio"/> Observation <input type="radio"/> Minor <input type="radio"/> Major	
Spec. Section _____	_____	
Spec. Para. _____	_____	
<b>Document Title</b> _____	<b>Repetitive?</b> <input type="radio"/> No <input type="radio"/> Yes	
Doc No. _____	Doc Rev. Lvl. _____	_____
Doc Rev. Date _____	Auditee _____	
<b>Section</b> _____	<b>Department</b> _____	
<b>Paragraph</b> _____	<b>Specific Location</b> _____	
<b>Finding Number</b> 1	<b>Failure Mode</b> <input type="checkbox"/> Observation <input type="checkbox"/> System Failure <input type="checkbox"/> Procedural Failure <input type="checkbox"/> Employee Error <input type="checkbox"/> Spec Noncompliance <input type="checkbox"/> System Omission <input checked="" type="checkbox"/> Procedural Omission <input type="checkbox"/> Typographical	
<b>Finding</b> _____	<div style="font-size: 2em; color: red; font-weight: bold;">           SAMPLE            Courtesy Marc T. Smith            Cayman Systems            513 777-3394         </div>	
<b>Evidence</b> _____	_____	
_____	_____	
_____	_____	
<b>Company Employee Witnessing the Facts</b> _____	_____	
<b>Auditor</b> _____	_____	

OBSERVATION = Identification of an item which could be of value to a company. An OPINION.

NONCONFORMANCE = An observation that indicates policy or practice contrary to the requirements of applicable standard or documented procedures.

A MAJOR NONCONFORMITY is one or more of the following:

The absence or total breakdown of a system to meet a requirement. A number of minor nonconformities against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity. Any noncompliance that would result in the probable shipment of nonconforming product. A condition that may result in the failure or materially reduce the usability of the products or services for their intended purpose. A noncompliance that judgment and experience indicate is likely either to result in the failure of the quality system or to materially reduce its ability to assure controlled processes or products. A nonconformance which is of a serious nature. May be a long-standing minor nonconformance from previous assessments, or a collection of similar minor nonconformances indicating a widespread problem; Established as detrimental to quality delivered to customers; or A failure or significant deficiency in a significant part of the quality system governed by applicable standards.

MINOR NONCONFORMITY is one or both of the following:

A system nonconformance that judgment and experience indicate is not likely to result in the failure of the quality system or reduce its ability to assure controlled processes or products. A minor failure in some part of the documented quality system relative to ISO/QS 9000 such as a single observed lapse in following one item of the company's quality system.