

## Vendor Audit Report

<b>Details of Third Party Certifications</b>
<b>Details of previous audits by Site</b>

PERSONS RESPONSIBLE FOR CONTACTS WITH SITE CONCERNING		
Department	Name	Number
Quality		
Technical		
Commercial		

DETAILED AUDIT REPORT (Add All Documentation Connected To The Audit)				
Document Type	Yes	No	Stored in a Central File	Sent as an Appendix To The Audit Report
Organisational Chart				
Certificate from the Authorities				
Third party certification				
Reports from previous Site audits				
List of products manufactured				
Production layout				
Process flow chart				
Supplier's booklet				
Audit questionnaire filled in				

VISIT TO THE FACILITIES	
<b>Warehouse</b>	
<b>Manufacturing</b> <ul style="list-style-type: none"> <li>- Labelling system (raw materials, intermediates, finish products)</li> <li>- Computerised systems</li> <li>- Documentation (SOP, Batch Production Report.)</li> </ul>	-
<b>Quality Control, Quality Assurance and Laboratories</b> <ul style="list-style-type: none"> <li>- QA organisation</li> <li>- QC organisation</li> <li>- Certifications (detailed in general report)</li> <li>- Procedures</li> <li>- QA activities (release, customer complaints, change control, reprocess....)</li> <li>- Laboratories</li> </ul>	
<b>Training and Development</b>	

All information contained within this document will be treated as confidential between the Supplier and Sydco.