

EOTA – Business Form



Document Title:

Vendor Audit Report

Document Number:

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Document Owner:

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Backup Owner:

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Approver(s):

Melissa Otero

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Notify of Changes:

MGT ADM

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Revision History:

Rev.	Description of Change
A	Initial Release
11_0107	Changed alpha revision number to numeric to be consistent with Q-Pulse.

Vendor Audit Report Summary

Date

EOTA

Audit Report Number - Audit #: Enter

On behalf of the EOTA audit team, thank you for the extension of your time and courtesy throughout this audit process. Vendor is considered a Level I Vendor, therefore, critical to our business success. Our audit remarks are made with this factor in mind.

As a result of our three hour audit, the following are the audit summary conclusions. Vendor is confirmed as an Approved Vendor. We will be forwarding the detailed Vendor Audit Checklist information for your review and consideration.

The Vendor employees were very receptive and helpful during our visit.

Several positive areas of mention include:

TBD

Consideration should be given to opportunities for improvement in the following areas:

TBD

We suggest you take the opportunity to exercise your Corrective / Preventive Action system related to the detailed Vendor Audit Checklist information that we will be forwarding to you by TBD. In addition, please provide us with an initial response regarding your plans for improving the areas noted above by TBD. It is our expectation that at minimum, a semi-annual review of our mutual business needs to be conducted including a review of EOTA vendor metrics as a means of continually improving the business relationship between Vendor and EOTA.

Respectfully submitted,

Name - Lead Auditor

EOTA