



# SIS Certifications

**Date: 05.07.2023**

## **Notification**

The audit team leader is required to ensure that the audit report is prepared and is responsible for its content. The audit report must provide an accurate, concise and clear record of the audit to enable an informed certification decision to be made and it must include the following:

- a) Identification of the certification body;
- b) The name and address of the client and the client's representative;
- c) The type of audit (e.g. initial, surveillance or recertification audit or special audits);
- d) The audit criteria;
- e) The audit objectives;
- f) The audit scope, particularly identification of the organizational or functional units or processes audited and the time of the audit;
- g) Auditor shall have obtained and record objective evidence against all standards requirements. (Ex:- For FSMS Verified HACCP plans PRPs, CCPs, OPRPs, not applicable clauses, non-conformity & relevant objective evidence)



Yours Sincerely  
SIS Certifications Pvt. Ltd.