AUDIT LOG

CONFIDENTIAL WHEN COMPLETE
See over for guidance. Photocopies of this document may be used
Name & Initials……
Sheet…… Of……Certification No…… .
PLEASE USE BLOCK LETTERS (where Applicable)

HONG KONG INSTITUTION
OF
CERTIFIED AUDITORS

1. Date (DD/MM/YY)	2. Duration of Audit in days		3. Audited company name • Complete address • Auditee contact name • Telephone/Fax number • E-mail address • Size of organisation (e.g. number of people employed)	4. Role in Audit • Auditor • Lead Auditor • Sole Auditor • Internal Auditor	5. Total number in team	6.Audit Standard (e.g. ISO 9001: 2000)	7. Type of Audit (*Important see reverse)*	8. Contact details of the company that employed you: • Company name • Complete address • Contact name • Signature • Position within organisation • Contact Telephone/Fax number • Email address	9. Contact details of the Directing & Guiding Lead Auditor: • Name • Signature • Auditor Certification number • Contact Telephone/Fax number • E-mail address
	On-site Time	Off-site Time							