Product Quality Audit Report

Audit Date

Auditor Name Enter auditor name

Location Enter location

Product Name Enter product name

Product Code Enter product code

Batch No. Enter batch number

Inspection Checklist

Check Item	Criteria	Status	Remarks
e.g. Appearance	e.g. No defects	Pass/Fail	Remarks

Non-Conformities

Description	Severity	Action Required	Responsible
Describe non-conformity	e.g. Minor, Major	Action required	Enter name

Observations & Comments

Enter general comments

Auditor Signature

Auditor Signature

Date