

QUANTAS SYSTEM TRAINING AND PERSONNEL CERTIFICATION LIMITED

196 Rose Street. Edinburgh. United Kingdom. EH2 4AT

Phone: 07440461689

Quantascert.co.uk / info@quantascert.co.uk

Audit Log

Guidance Notes for Audit Log

Please **also** refer to 'Essential Guidance for Application' section in 'Requirements for Certification as a QSTPCL Auditor (All Schemes)' document.

We prefer this log to be filled in digitally. If printed and scanned, please keep resolution set at low, to limit file size.

If you need to submit more than 15 audits, please use multiple instances of this document, and label the audits/documents accordingly.

Column 1	Date: Day, month and year of the first day of the site visit, beginning with the opening meeting.
Column 2	Duration: Total time of the audit in days (to the nearest half day). On site Time: Time spent on actual auditing activities, from the opening to the closing meeting inclusive. Off-site Time: Time spent on planning/preparation, document review and report writing. These activities may take place at the site of the audit or off location, but is still considered off-site time. A maximum of 1 day off site time is allowed per audit (For Stage 1 and 2 audits, 1 day is permitted for each).
Column 3	Auditee Contact Details: This section must be completed in full for us to perform evaluation and verification. If any of this information is not available we may ask you to supply us with more evidence.
Column 4	Role in Audit: Please indicate Auditor, Lead Auditor, Sole Auditor or Internal Auditor as appropriate. Only enter Lead Auditor if you led a team consisting of yourself and at least one other auditor. Please enter Sole Auditor if you carried out an audit where you were the only auditor and performed all phases of the audit.
Column 5	Total number in team: Number of active participating auditors, including yourself, on the audit team.
Column 6	Audit standard: If your audit standard is not referenced in the corresponding auditor certification criteria or on the equivalent standards list (all available at www.QST.org) please contact the QST secretariat for advice and/or submit to QST, with your audit logs, a copy of the standard for evaluation.
Column 7	Audit type: Third Party (TPA), Second Party (SPA), First Party /Internal (FPA), Consultancy or contracted (CON). For audit events classified as (TPA) further explanation of purpose should be included. i.e. pre-assessment, certification, surveillance (Surv.), re-assessment, stage 1, stage 2 etc. Also detail 'Full system' or 'Partial System' as appropriate. 'See guidance in Requirements for Certification as an QST Auditor for more information' For aerospace audits the inclusion or exclusion of design within the performed audit must be detailed on the audit log sheet.
Column 8	Contact Details of the company that employed you: the company that employed you for the audit, i.e. your employer or client if consultancy/contracted audit. This section must be completed in full for us to perform evaluation and verification. If any of this information is not available we may ask you to supply us with more evidence.
Column 9	Directing & guiding Lead Auditor Verification: Here you should provide the contact details and status of the person under whose direction and guidance you completed the recorded audit(s) and who verified that you conducted the audit adequately and professionally and that the information provided is accurate. For Auditor and Lead Auditor grade, one full system audit must have been carried out under the direction and guidance of a lead auditor. Therefore, one audit submitted must be verified by the directing and guiding lead auditor. This lead auditor must be competent and should be certified as a lead auditor by QST or another recognised auditor certification body. QST may accept verification by an uncertified auditor or by a person of equal and demonstrable competence and standing in industry. For Internal Auditor grade, the audit manager, or senior management for whom the audit was conducted may verify that the audits were conducted adequately and verify the information submitted. You are only required to have one internal audit verified on the audit log, however, where able, they should verify as many as possible. Note 1: Direction and guidance does not mean that you must be under constant supervision nor does it mean someone needs to be assigned solely to perform this task. Note 2: Certified auditors renewing certification at the same grade do not need to complete this section. This section must be completed in full for initial applicants for certification and certified auditors that are regarding. If any of this information is not available we may ask you to supply us with more evidence.

Name & Initials (Enter below)	Certification Number (Enter below)	Audit Number (Audits submitted)	Declaration: I declare that all information submitted is accurate and has been verified as required. Note: QSTPCL may verify any information provided, and any the discovery of any falsified information will likely result in suspension from the register.
		of	Yes / No (Delete as necessary)

Please fill in the Audit log below referring to the guidance on the following page **and** the guidance in the certification criteria.

Date (DD/MM/YY)	Duration of Audit in days		Contact details of the company audited (auditee) <i>Enter information at arrow</i>	Role in audit	Total Number in Team	Audit standard (e.g. ISO 9001:2008)	Type of audit	Contact details of the company that employed you <i>Enter information at arrow</i>	Verification (This person verifies that the audit was conducted adequately and professionally and that the presented information is accurate)
	Time spent on site	Time spent off site							
			<i>Auditee contact name</i> <i>Complete address</i> <i>Phone/Fax</i> <i>E-mail</i> <i>Size of organisation (i.e. number of people employed).</i>					<i>Company name</i> <i>Complete address</i> <i>Contact Name</i> <i>Position within organisation</i> <i>Phone</i> <i>Email</i>	<i>Name</i> <i>Position</i> <i>Auditor certification number: (if applicable)</i> <i>Phone / Fax</i> <i>Email</i> <i>Information Verified: Yes / No</i>