

SITE SURVEY REPORT

Audit Evidence Register

Prepared for	Hartwell Components Ltd
Date	15 Oct 2026
Site	Hartwell Components, Telford
Prepared by	A. Kowalczyk

FORM

Audit Evidence Register

1. Audit details

Project	Hartwell Components, Telford: despatch process internal audit evidence (completed example)
Site or premises address	Unit 3, Brookside Business Park, Telford TF3
Organisation audited	Hartwell Components Ltd
Location (GPS)	52.6612, -2.4398
Audit date	15 Oct 2026
Lead auditor	A. Kowalczyk
Audit reference	IA-26-11
Type of audit	Internal audit (first party)
Audit criteria	Quality manual QM-01 issue 6, despatch procedure DP-02 issue 4, and the customer packing terms in contract C-EX-204.
Audit scope	Picking, packing and despatch, day and late shifts, records from 1 to 30 September 2026
Auditee representative	K. Mensah, warehouse manager
Other auditors or technical experts	F. Ruiz (auditor in training)

This register supports a management system audit record. It does not certify conformity with any standard. Findings and grades follow your own audit procedure.

What counts as audit evidence. The ISO 9001 Auditing Practices Group, quoting ISO 9000: objective evidence can be obtained through observation, measurement, test or other means, and for an audit it generally consists of records, statements of fact or other information that are relevant to the audit criteria and verifiable. Evidence is usually a sample, so record what you sampled.

2. Evidence

Evidence items 1: EV-01

Evidence reference	EV-01
Type	Record or document
What it is	Calibration certificate for despatch scale SC-EX-02

Where it was found	Quality office, calibration file
Document, record or asset ID	Certificate CAL-EX-2026-118
Sample taken	1 of 3 despatch scales
Criterion it relates to	QM-01 section 7: measuring equipment in calibration
What it shows	Conforms
What you saw or were told	Calibrated 3 June 2026, due June 2027. Scale label matches the certificate.
Verified?	Yes
How it was verified	Label on the scale checked against the certificate
Where it is kept	Audit file, electronic
File or location reference	IA-26-11 folder, EV-01.pdf

Evidence items 2: EV-02

Evidence reference	EV-02
Type	Observation
What it is	Despatch lane 4 at 10:40, day shift
Where it was found	Despatch bay, lane 4
Location (GPS)	52.6614, -2.4401
Criterion it relates to	DP-02 step 6: every staged pallet carries a despatch label
What it shows	Does not conform
Finding reference	F-01
What you saw or were told	Pallet of cartons staged in lane 4 with no despatch label. Team leader said it was waiting for a label reprint.

Photo or copy



Verified?	Yes
How it was verified	Seen by the auditor
Where it is kept	Photo or copy in this record

Evidence items 3: EV-03

Evidence reference	EV-03
Type	Interview
What it is	How picks are second-checked before despatch
Where it was found	Despatch office
Person interviewed and role	Late shift team leader
Criterion it relates to	DP-02 step 5: second check of every order before despatch
What it shows	Conforms
What you saw or were told	Explained the second check and the signature box. Said it is skipped when the second checker is on a break.
Verified?	Yes
How it was verified	Matched against the despatch notes in EV-04
Where it is kept	Audit file, electronic
File or location reference	Interview notes, page 2

Evidence items 4: EV-04

Evidence reference	EV-04
Type	Record or document
What it is	Despatch notes, September 2026
Where it was found	Despatch office, September file
Document, record or asset ID	Despatch notes DN-EX-40112 to DN-EX-40251
Sample taken	12 of 140 despatch notes, both shifts
Criterion it relates to	DP-02 step 5: second check of every order before despatch
What it shows	Does not conform
Finding reference	F-01
What you saw or were told	2 of 12 notes have no second check signature, both on the late shift.
Verified?	Yes
How it was verified	Originals seen
Where it is kept	Original stays with the auditee: reference only
File or location reference	DN-EX-40167 and DN-EX-40203

Evidence items 5: EV-05

Evidence reference	EV-05
Type	Photo
What it is	Damaged bags left in racking, aisle 9
Where it was found	Aisle 9, bay 3, ground level
Criterion it relates to	DP-02 step 8: damaged stock moved to the hold area and logged
What it shows	Observation or opportunity for improvement
Finding reference	O-01
What you saw or were told	Split bags still in the pick face. Not yet known if they were logged on the damage sheet.

Photo or copy



Verified? No

Not verified yet. Verify it before the closing meeting, or do not rely on it for a finding.

Where it is kept Photo or copy in this record

3. Evidence summary and findings

Evidence items	5
Records or documents	2
Interviews	1
Observations	1
Photos	1
Samples or measurements	0
Not verified	1
Not yet assessed	0
Showing nonconformity	2
Evidence verified (%)	80

Some evidence is not verified. Verify it or do not rely on it before the findings are agreed.

Findings index 1: F-01

Finding reference F-01

Grade	Minor nonconformity
Criterion	DP-02 steps 5 and 6
Evidence references	EV-02, EV-04
Finding statement	DP-02 requires a second check of every order and a despatch label on every staged pallet. 2 of 12 September despatch notes had no second check signature, and a pallet was staged in lane 4 without a label.
Accepted by the auditee at the closing meeting?	Yes

Findings index 2: O-01

Finding reference	O-01
Grade	Observation
Criterion	DP-02 step 8
Evidence references	EV-05
Finding statement	Damaged bags were left in the pick face in aisle 9. Check that damaged stock is moved to the hold area and logged the same shift.
Accepted by the auditee at the closing meeting?	Yes
Major nonconformities	0
Minor nonconformities	1
Observations and opportunities	1

4. Evidence review and sign-off

Evidence not verified or not assessed	1
Evidence result	Action needed before the audit report is issued

Evidence gaps to close 1: Check the September damage sheet for the aisle 9 bags and update EV-05 as verified or not.

Action	Check the September damage sheet for the aisle 9 bags and update EV-05 as verified or not.
Priority	Before the report is issued
Who will do it	A. Kowalczyk
Due by	19 Oct 2026
Status	Open

Gaps still open	1
Decision	Complete once the listed gaps are closed
Follow-up audit date	3 Dec 2026
Summary for the audit report	Five evidence items across records, an interview, an observation and a photo. One minor nonconformity on second checks and labelling, and one observation on damaged stock. EV-05 to be verified before the report is issued.
Lead auditor name	A. Kowalczyk
Lead auditor signature	
Auditee representative name	K. Mensah
Auditee representative signature	