



AUDIT LOG

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Applicant Surname & Initials

Certification Number

1.Date (s) Include start and end date(s) of each audit .	2.Total time of the audit (In days - one day being 6 hours on site minimum, but may be on more than one calendar day).		3.Contact details of the company/ organization audited (auditee)	4.Role in Audit • Auditor (A) • Lead Auditor (LA) (if team on at least 2) • Sole Auditor (SA) (if you were the only auditor) • Internal Auditor (IA)	5.Total No. in Team Number of active participating auditors, including yourself.	6.Audit Standard (e.g ISO 9001:20xx) This needs to align to your SAATCA auditor scheme.	7.Audit Type • Third party • Second party • First party	8.Contact details of the company that employed you	9.Complete audit?	10.Details of directing/ guiding Lead Auditor/team leader (not applicable for maintenance of registration). ** Please note that where the applicant is applying for initial application/upgrade, and where he/she has conducted the audit as the team leader, the directing/guiding Lead Auditor must sign below.
	Hours spent on site	Hours spent off-site								
			Organisation Name Full Address Contact Person - Name Signature Size of organization (e.g. No of Employees) Tel No.: Fax No.: Sector					Company Name Full Address Contact Person - Name Signature Position Tel No.: Email:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name Certification Number Signature Tel No.: Fax No.: Email:

DECLARATION BY APPLICANT: I confirm that all the information entered on this form is correct to the best of my knowledge and belief. I understand and accept that if I provide incorrect information or withhold relevant, requested information, I will be excluded/ removed from the SAATCA register and that I will be precluded from re-applying for 3 years.

DD/MM/YYYY

Date:

Sheet: of

Applicant Signature:



GUIDANCE FOR COMPLETION OF THE AUDIT LOG

Complete each section with reference to the guidance corresponding to the section number.

Note: Please complete **only for the minimum number of audits required**. If you conduct additional audits, it is **not** necessary to log all your audits. If any of this information is not available you may be requested to provide additional evidence. *Please copy the following table for each audit logged.*

1	Date	Day, month and year (DD/MM/YYYY) of the site visit, beginning with the opening meeting.
2	Total time of the audit spent on/off site	One day being 6 hours on site minimum, but may be on more than one calendar day. DURATION: total time of the audit in days On-Site Time: Time spent on actual auditing activities, from the opening to the closing meeting inclusive. These activities may take place at the site of the audit or at a different location, but is still considered off-site time. 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 at a different location, but is still considered off-site time.
3	Auditee contact details	This section must be completed in full and signed off by the auditee.
4	Role in audit	Please indicate Auditor (A), Lead Auditor (LA), Sole Auditor (SA) or Internal Auditor (IA) 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.
5	Total number in team	Number of active participating auditors, including applicant, on the audit team.
6	Audit standard(s)	E.g. ISO 9001:20xx) This needs to align to your SAATCA auditor scheme and to the year of publication of the standard audited.
7	Audit type	Third Party (TPA), Second Party (SPA), First Party/Internal (FPA),). For audit events classified as (TPA) further explanation of purpose should be included, i.e. pre-assessment, certification, surveillance (Surv.) re-assessment, stage 2, etc.
8	Employer details	Name and contact details of the organization employing the auditor and signed off by the auditee.
9	Scope of audit	Complete audit according to the guidance of ISO 19011.
10	Details of the guiding lead auditor/team leader	The contact details and status of the guiding lead auditor under whose direction and guidance you completed the recorded audit(s) signed off by the guiding lead auditor. The guiding lead auditor must be competent and currently certified as a lead auditor by SAATCA in the specific scheme or equivalent. The guiding lead auditor is required to verify the competence of the applicant in terms of having the Personal Behaviours described in the SF45 Performance Report and SAATCA criteria This section must be completed in full for applicants for initial certification or for upgrades. Certified auditors renewing certification at the same grade do not need to complete this section, as they no longer need to work under the guidance of a lead auditor.