

Project
Notice of Quality Audit

AUDIT NO: _____

Date: _____

Organization to be audited:
 (RE&C department or subcontractor) _____

Subcontract No.
 (where applicable) _____

For the attention of _____

We hereby confirm our intention to carry out a Quality Audit on your organization:
 On _____ 19 _____ at _____ hours
 Location _____

The subject of the audit being:

The reference documents applicable being:

The expected duration is _____ hours

The Audit will be conducted for Company by:

Would you please ensure that the following persons participate:

We count on your full cooperation to make this audit a success.

For Company	Distribution	
Name:	Original:	Auditee
Signature:	Copy:	Constr. Supt./Constr. Spec
Quality Assurance Manager	File:	QA Manager