|  |  |
| --- | --- |
| Management no. |  |

To <<Representative of the auditee>>

<<Company name / dept. name>>

<<Name>>, Head of Audit Dept.

<<Own company name / dept. name>> seal

Human Rights Audit Results Report

We hereby report the results of the human rights audit as follows.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Audit overview | | | | | | |
| Audit date and time | From : to : on \_\_\_\_\_\_\_\_\_\_ (date) | | | | | |
| Scope of audit |  | | | | | |
| Audit standards |  | | | | | |
| Audit category | □ New audit | | □ Regular audit | | □ Other (　　　　　) | |
| Audit method | □ Document audit | | | □ On-site audit | □ Other (　　　　　) | |
| Audit purpose |  | | | | | |
| Lead auditor | <<Affiliation>> <<Name>> | | | | | |
| Audit team members | <<Affiliation>> <<Name>>  <<Affiliation>> <<Name>> | | | | | |
| Person(s) responding to the audit  \*Titles omitted  ・In no particular order | <<Auditee organization name>>  <<Affiliation>> <<Name>>  <<Affiliation>> <<Name>>  <<Affiliation>> <<Name>> | | | | | |
| Overview of results | | | | | | |
| Audit results | □ Conformed | □ Not conformed (severe/minor) item(s) | | | | □ Recommendation for improvement item(s) |
| Overall evaluation: | | | | | |
| Information on not conformed items  \*Please add fields as necessary | □ N/A | | | | | |
| □ Attached Improvement Instructions  Management no: Response deadline: \_\_\_\_\_\_\_\_\_\_ | | | | | |
| Other agreed matters, etc. |  | | | | | |
| Remarks | | | | | | |
|  | | | | | | |

I have read and confirmed the above audit results.

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| --- | --- | --- | --- |
| Confirmation | Confirmation date | ( ) YY ( ) MM ( ) DD | |
| Person in charge at the auditee organization |  | seal |