

Chapter 19: Termination of Audit

0. General

All audits shall be planned well in advance and the compliance to stage-I audit/documentation etc., shall be pre-verified. Termination of audit is required only if the audit is required to be called off after the opening meeting.

1.0. Team Leader in consultation with all team members may call off [stage I/stage-II/re-certification/surveillance audit/ special audits](#) for the following reasons:

- a) Lack of complete implementation of system;
- b) Non co-operation by auditee;
- c) Sudden strike;
- d) Lockout declared on the day of audit;
- e) National calamities and
- f) Industrial disasters.

2.0. The decisions of Team Leader shall be communicated to CE/TM and to MSCO/DDGR immediately with the reasons.

3.0. All efforts shall be made to carry out the audit and give detailed input along with 'Non Conformities' observed during the audit to the auditee even if an other audit is inevitable. The Team Leader should appropriately report about the non-accomplishment of audit objectives, are as not covered and any uncertainty/obstacle encountered during audit.

4.0. References:

1. Procedure for conduct of audit.
2. MSC-F6.4-04 – Audit report.