



OBSERVATION

Note : An observation raises the awareness of an area of concern and may or may not be clearly established in a regulatory or advisory document. This observation does not preclude NCAA taking any administrative or other action deemed necessary to ensure a reasonable standard is being met and maintained.

Company Department :	Sub-Department :	File Name :
Area of Audit :	Base Location :	Date/Time

Part 1: Observation :

Part 2 : Comments and Recommendations:

Inspector Signature	Printed Name	Date	Company Rep. Signature	Printed Name	Date

Part 3: Company Response:

Signature :	Printed Name :	Date :
Follow Up Details (Internal Use Only)		
Corrective Action (s) on file :	Corrective Action (s) on file :	
Short Term Response. Accept : <input type="checkbox"/> Reject : <input type="checkbox"/>	Long Term Response. Accept : <input type="checkbox"/> Reject : <input type="checkbox"/>	
Target Completion Date : Date Item Completed :	Target Completion Date : Date Item Completed :	
Audit Manager Signature :	Audit Manager Signature :	