

Auditee Satisfaction Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Think about the quality-management audit named above. Answer only about the parts you experienced. Do not include confidential findings or other people's names. Every question is optional.

1. Which part of this audit did you participate in?

- ☐ Preparation only
- ☐ Audit discussions or evidence review only
- ☐ Closing meeting only
- ☐ More than one stage
- ☐ I did not participate

2. How clear was the information about what you needed to prepare?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Not applicable

3. How well did the auditor appear to understand the work you described?

- ☐ Not at all well
- ☐ Slightly well
- ☐ Moderately well
- ☐ Very well
- ☐ Extremely well
- ☐ I did not discuss my work

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4. How much opportunity did you have to explain your work?

- ☐ None
- ☐ A little
- ☐ A moderate amount
- ☐ A lot
- ☐ As much as I needed
- ☐ Not applicable

5. How clear were the explanations of the issues discussed?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Not applicable

6. How useful was the closing discussion for understanding the next steps?

- ☐ Not at all useful
- ☐ Slightly useful
- ☐ Moderately useful
- ☐ Very useful
- ☐ Extremely useful
- ☐ I did not attend
- ☐ No next steps were discussed

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7. What should change about the way the next audit is carried out?
