

# APPENDIX X2

## Audit Finding Spreadsheet Template

Revision History			
Revision	Date	Approval	Reason
0	08/22/11		Original
1	09/12/12		•
2	09/24/13		•
3	11/18/14		•
4	06/14/16	M. Velasco	• Updated Heading Row
5	04/04/17	M. Farmer	• Updated Heading
6	09/12/19	M. Farmer	• Updated columns
7	09/27/20	L. Frigo	• Updated heading
8	11/16/20	L. Frigo	• Updated Heading
9	09/24/21	T. Meregillano	• Updated Heading – OC San branding
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**ORANGE COUNTY SANITATION DISTRICT**

**AUDIT FINDINGS SPREADSHEET**

Name of Audit (ie, Waste Discharge Requirements)

Month, Year

AUDIT PERFORMED BY: (Consultant Name)

No.	Interviewee Name	Description of Finding	Finding Type: Options are: 1) Compliance -Regulatory requirement 2) Conformance - needs to be done in anticipation of regulatory requirement 3) Best Management Practices on what are we doing well and 4) Opportunities for improvement.	Quote the Requirement	Previous Finding? (yes or no)	Third Party Auditor Recommended Correction Action	Name of Auditor	Corresponding Page # in Audit Report	Person(s) interviewed	*Responsible Division	*OC San contact (person responsible for resolution)	*OC San Manager or Supervisor	*Estimated cause/reason for finding (root cause)	*OC San Corrective Action (CA) and Preventative Action (PA)	*Date Corrective Action Expected to be Completed	*Date Corrective Action Actually Completed

\*To be filled out by OC San Task Owner