



## Export Control Licence Audit Report

Licence Holder:	
Person Designate:	
Lead Auditor:	
Audit Date:	

Licence Number	TRA Number	Licence Type	Date Licence Obtained

HEECA Training Completed by Licence Holder?	Focal Training Completed by all staff involved?	Have any transfers taken place?
Yes/No	Yes/No	Yes/No

	Transfer Date	Export Control Transfer Form Completed?	Documents Received?	Export Control Number added to export?	Non-compliance details
1					
2					
3					
4					
5					

Corrective action			
Target date:		Owner:	
Details:			

Follow up			
Details:			
Audit Closed Date:		Audit Closed by:	
Next Audit Due:			