

※ Audit report acceptance no.	
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## Audit Report

Date:

To the Director of the Organization for Technical Intern Training

Audit report provider (Seal)

I hereby submit an audit report as given below pursuant to the provisions of Article 42, paragraph (1) of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees.

### Description

1. License no.		
2. Name with furigana of the supervising organization		
3. Business place engaging in the supervising business	① Name with furigana	
	② Business branch no.	
4. Implementing organization subject to the audit	① Notification acceptance no. of the implementing organization	
	② Name with furigana	
	③ Address	Postal code - (Tel. - - )
	④ No. of technical intern trainees	Total no. of trainees: (technical intern training (i): , technical intern training (ii): , technical intern training (iii): )

	⑤ Technical intern training manager	
	⑥ Living guidance instructor	
	⑥ Previous audits	Yes (date of most recent audit: ) No
5. Date of audit		Date:
6. Audit implementing organization	① Audit manager	
	② Assistant	
7. Places undergoing an onsite check	① Place of business	Address:
	② Place of technical intern training	Address:
	③ Accommodation facilities	Address:
8. Reports from the technical intern training instructor and living guidance instructor		Reports / No reports
9. Interviews with the technical intern trainees	① No. of trainees	Total no. of trainees: technical intern training (i): , technical intern training (ii): , technical intern training (iii)
	② Names, etc. of technical intern trainees	Accreditation number: Name:
		Accreditation number: Name:
		Accreditation number: Name:
		Accreditation number: Name:
		Accreditation number: Name:
10. Check of the facilities and inspection of the books and records		Implemented / Not implemented
11. Check of the accommodation facilities and other living environments		Implemented / Not implemented
13. Special notes		

13. Audit results	
14. Overall evaluation	
15. Remarks	

(Notes)

1. Do not write anything in sections that have this mark ✕
2. Section 3 ②. Fill in this section if you have a business branch no.
3. Section 6 ①. If some other officer or employee of the supervising organization other than the supervising manager is in charge of the audit owing to such reason as the supervising manager concurrently serving as an officer or employee of the implementing organization which is the subject of the audit, give details of such officer or employee.
4. Section 6 ②. Give details of the officer or employee of the supervising organization who is in charge of the practical affairs of the audit under the direction of the supervising manager.
5. Section 9 ②. Write the accreditation number of the technical intern training plan pertaining to the technical intern trainees who were interviewed, and the names of the technical intern trainees. If there is not enough space to write all the required information in the section, write “As given in the attached paper” in the same section, and attach a separate sheet.
6. Section 12. If owing to the nature of the work the technical intern trainee is engaged in, it was not possible to conduct an audit through the method provided for in Article 52, item (i) of the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees, write the reason for this, and some other appropriate auditing method.
7. Section 14. Write a brief evaluation of the supervising organization for the audit results
8. Section 15. Write the name, job title and contact information of the person in charge pertaining to the report. If there are any other matters which need to be notified, write those as well.