



AUDIT DISPUTE FORM

Aspirata Certification Document

Dear Client,

Kindly take note of the below instructions in order to ensure a timeous and accurate response to your query/report dispute/complaint.

1. Dispute forms must be submitted within 5 working days from receipt of audit report. No late submissions will be attended to.
2. All submissions must be typed onto the below dispute form to:
 - a. Reduce the administrative time on capturing information due to illegible writing.
 - b. Improve the turnaround times on disputes.
3. The name of the audit report under dispute must be included in the subject of the e-mail when forwarded (Client – Unit – Date).
4. All dispute forms must be e-mailed to Jacques.Williams@assurecloud.co.za.

Thank you for ensuring that the above criteria are followed to ensure a swift and concise response.

Yours faithfully,

MRS W BURGER
National Operations Manager Auditing



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Site Name (as per audit report):	
Date Dispute Raised:	
Dispute Raised By:	
Audit Date:	
Auditor:	
Date of Response: (Aspirata Office use only)	

Subject/Section under dispute	Reason for dispute/query	Aspirata Certification's Response (Office use only)