



Candidate GISC - AUDIT REPORT - **DRAFT**

Candidate GISC:	GISC [NAME]
Date and location of audit :	[DATE and LOCATION]
Audit:	Evaluation of GISC capability
Objectives:	<ol style="list-style-type: none">1) To ensure the adequate functioning of the GISC infrastructure2) To ensure that an adequate organisation is present to support WIS operation and GISC's users3) To ensure the conformity with WIS specifications
Scope:	<ol style="list-style-type: none">1) Information and telecommunication infrastructure2) Operational use of information and telecommunication system3) Coordination and support
Audit initiator:	[NAME]
ET-GDDP auditors:	[NAMES]
Confidentiality:	[CANDIDATE FULL NAME AND ACRONYM] Expert Team on GISC-DCPC Demonstration Process (ET-GDDP) WMO WIS Branch CBS President
Reference documents:	WIS demonstration process procedure and guidelines WIS technical specifications WIS functional specifications

ET-GDDP Auditors:
Names, Date & Signature

[CANDIDATE] representative:
Name, Date & Signature



Audit Summary

		Status
Management	Commitment	[STATUS]
	Provision of resources (human, financial, ...)	[STATUS]
	Internal and external communication	[STATUS]
Infrastructure	Information and telecommunication system	[STATUS]
	Environment	[STATUS]
	Sustainability	[STATUS]
Operations	Planning	[STATUS]
	Provision of service (including backup and recovery)	[STATUS]
	Improvement management (preventive and corrective actions)	[STATUS]
Human resources	Skill, training and awareness	[STATUS]
	Origination of work	[STATUS]
Documents and procedures	Documentation	[STATUS]
	Procedure management	[STATUS]
User support	Internal users related processes	[STATUS]
	External users related processes	[STATUS]
Monitoring	Monitoring and measurements	[STATUS]
WIS compliance	Compliance to WMO requirements	[STATUS]
	Compliance to standards	[STATUS]

Recommendation:	[SAME TEXT AS IN RECOMMENDATIONS AT END OF CONFIDENTIAL PART]
Assessment level:	[Endorsed] Or: Endorsed with qualification Or: Not endorsed]



Audit Report - CONFIDENTIAL PART

Confidentiality:

[CANDIDATE FULL NAME AND ACRONYM]

Expert Team on GISC-DCPC Demonstration Process (ET-GDDP) Chair

Director WIS Branch, WMO

1 INTRODUCTION

The WIS demonstration procedure defined in the WMO document “*WIS demonstration process – procedures and guidelines*” states that the ET-GDDP will perform an on-site audit of candidate GISCs, in order to assess the technical infrastructure and the organisation in place, to exchange information with the teams in charge of WIS development and operation, and to review the existing operational procedures. During the audit, candidates must show the GISC functionalities by running all the demonstration tests defined in the guidelines document.

This audit follows closely the ISO-9000 quality audit process and highlights strengths, weaknesses, opportunities for improvement and potential area of concern.

The audit covers the following points, which have been identified by the ET-GDDP as essential for running an operational GISC:

- Management commitment
- Infrastructure
- Operations
- Human resources
- Documentation and procedure management
- User support
- Monitoring
- WIS compliance
- Demonstration tests

The number of strengths and opportunities for improvement does not affect the endorsement process. Any weaknesses will imply a qualified endorsement, while any non-conformity or area of concern will lead to non-endorsement.

2 AUDIT OF [CANDIDATE]

At the kind invitation of [CANDIDATE], the audit of the [NAME] GISC took place on [DATE]. On the first day the auditors visited the [CANDIDATE SITE]. On the second days, they visited the [OTHER SITE, IF RELEVANT].

All WIS activities are located within the [DEPARTMENT]. During the two days, the auditors met many members of staff. Their names are given in the annex at the end on the document.

[MORE DESCRIPTION ON AUDIT ORGANISATION]



3 **REPORT**

3.1 **Strengths**

Management commitment

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

Infrastructure

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

Operations

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

Human resources

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

Documentation and procedure management

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

User support and coordination

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

Monitoring

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]

WIS compliance

[FILL IN WITH LIST OF FINDINGS OR REMOVE COMPLETE POINT]



3.2 Weaknesses

[SEE AS STRENGTHS]

Or:

No weaknesses were identified.



3.3 Improvement opportunities

[SEE AS STRENGTHS]

Or:

No improvement opportunities were identified.



3.4 Non-conformity and area of concern

[SEE AS STRENGTHS]

Or:

No areas of concern were identified.



4 CONCLUSION

GISC responsibilities and functions are well understood by [CANDIDATE]. Management and staff are aware of WIS. The environment is in place to support the GISC requirements. The overall organisation and operational procedures are compatible with the WIS requirements. The infrastructure and human resources are fully adequate for running a GISC, [etc].

Number of strong points :	[NUMBER]
Number of weak points :	[NUMBER]
Number of opportunities for improvement :	[NUMBER]
Number of non-conformity or area of concern :	[NUMBER]

5 RECOMMENDATIONS

After assessing each of the findings of this audit, and taking into account the following [REASONS], the auditors recommend that [CANDIDATE] ...



Annex: List of [CANDIDATE] personnel involved in the on-site audit for GISC [NAME]

[DAY 1]

[NAME1] [ROLE]

[NAME2] [ROLE]

...

[DAY 2]

[NAME1] [ROLE]

[NAME2] [ROLE]

...