### **Monthly Compliance Report**

#### **Title Page**

* **Title**: Monthly Compliance Report for [Month, Year]
* **Company Name**: [Company Name]
* **Prepared By**: [Name/Title of Preparer]
* **Date of Submission**: [Date]

#### **1. Executive Summary**

* **Objective**: Purpose of the compliance report.
* **Compliance Status**: General compliance status (Compliant/Non-Compliant).
* **Key Highlights**: Major compliance activities and outcomes for the month.

#### **2. Compliance Areas Monitored**

* **Legal Compliance**: Regulatory compliance and industry standards.
* **Operational Compliance**: Process and procedure adherence.
* **Health and Safety Compliance**: Health and safety compliance checks.

#### **3. Compliance Checks & Audits**

* **Audit Summary**: List of audits conducted.
* **Compliance Status**: Pass/fail results of the audits.
* **Areas of Non-Compliance**: Specific areas where non-compliance was noted.

#### **4. Issues and Risk Areas**

* **Compliance Issues**: Key compliance issues observed.
* **Risk Assessment**: Risks posed by non-compliance.
* **Corrective Actions Taken**: Steps taken to address compliance issues.

#### **5. Compliance Metrics and KPIs**

* **Compliance Rate**: Percentage of compliance for the month.
* **Audit Scores**: Scores from internal/external audits.

#### **6. Corrective and Preventive Actions (CAPA)**

* **Corrective Actions**: Actions taken to address non-compliance issues.
* **Preventive Actions**: Actions taken to avoid recurrence.

#### **7. Regulatory Updates**

* **New Rules and Regulations**: Any updates in laws or regulations that impact compliance.
* **Policy Changes**: Internal policy changes for compliance.

#### **8. Recommendations and Next Steps**

* **Recommendations**: Suggestions for process improvements.
* **Next Month’s Focus**: Areas to be prioritized for next month’s compliance efforts.

#### **9. Appendices & Attachments**

* **Audit Reports**: Attach internal/external audit reports.
* **Compliance Checklists**: Checklists used during compliance reviews.
* **Regulatory Documents**: Any regulatory references or standards used.