

- Familiarise yourself with your company's audit procedure
- Provide advance notice to auditees
- Ensure plenty of time is set aside for preparation
- Ensure you understand exactly what you are auditing (scope) and the time frame
- Obtain copies of the criteria for the audit (procedures, plans, policies, contracts) etc..
- Develop a checklist that contains questions derived from the audit criteria
- Make sure you have some method of recording your audit findings during the audit
- Conduct a brief opening meeting or kick off meeting (see over)
- Get off to a good start by making the auditee feel comfortable with the audit process
- Systematically work through your checklist questions
- Ensure that audit findings are recorded during the audit against the question asked
- Make sure you write down things that do conform as well as those aspects that require improvement
- At the conclusion of the audit take a break from the audit to review your findings
- Complete any audit report forms in accordance with your company's audit procedure
- Close out the audit with the auditee (see over)
- As an auditor, try and leave the process better than when you found it

Gray Management Systems conduct regular audit courses online & at city locations. Visit www.grayms.com.au. In-house courses can also be conducted & tailored to your requirements. Contact Geoff at 0417 353 182 or geoff@grayms.com.au

Opening Meeting

- Introductions
- Explain the audit objectives
- Provide a brief explanation of the audit process
- Emphasise the audit focus is on systems not people
- Outline the audit scope
- Explain how long the audit will take
- Explain the audit terminology (observations, etc)
- Explain the use of audit report forms
- Clarify any safety/confidentiality/security requirements
- Answer any questions from the auditee

Closing Meeting

- Thank auditee
- Emphasis some positives
- Present your audit findings
- Discuss timeframes for action
- Answer any questions
- Provide copies of audit reports
- Retain audit checklists & reports in accordance with company procedure

Remember

When auditing, be objective. Make sure you can answer the following three questions if you wish to raise an action item.

1. Have I quoted the facts? (Which ones? How many? Where?)
2. Have I quoted a reference? (Procedure, SOP, Std, clause etc.)
3. Have I explained myself? (Is it easily understood?)