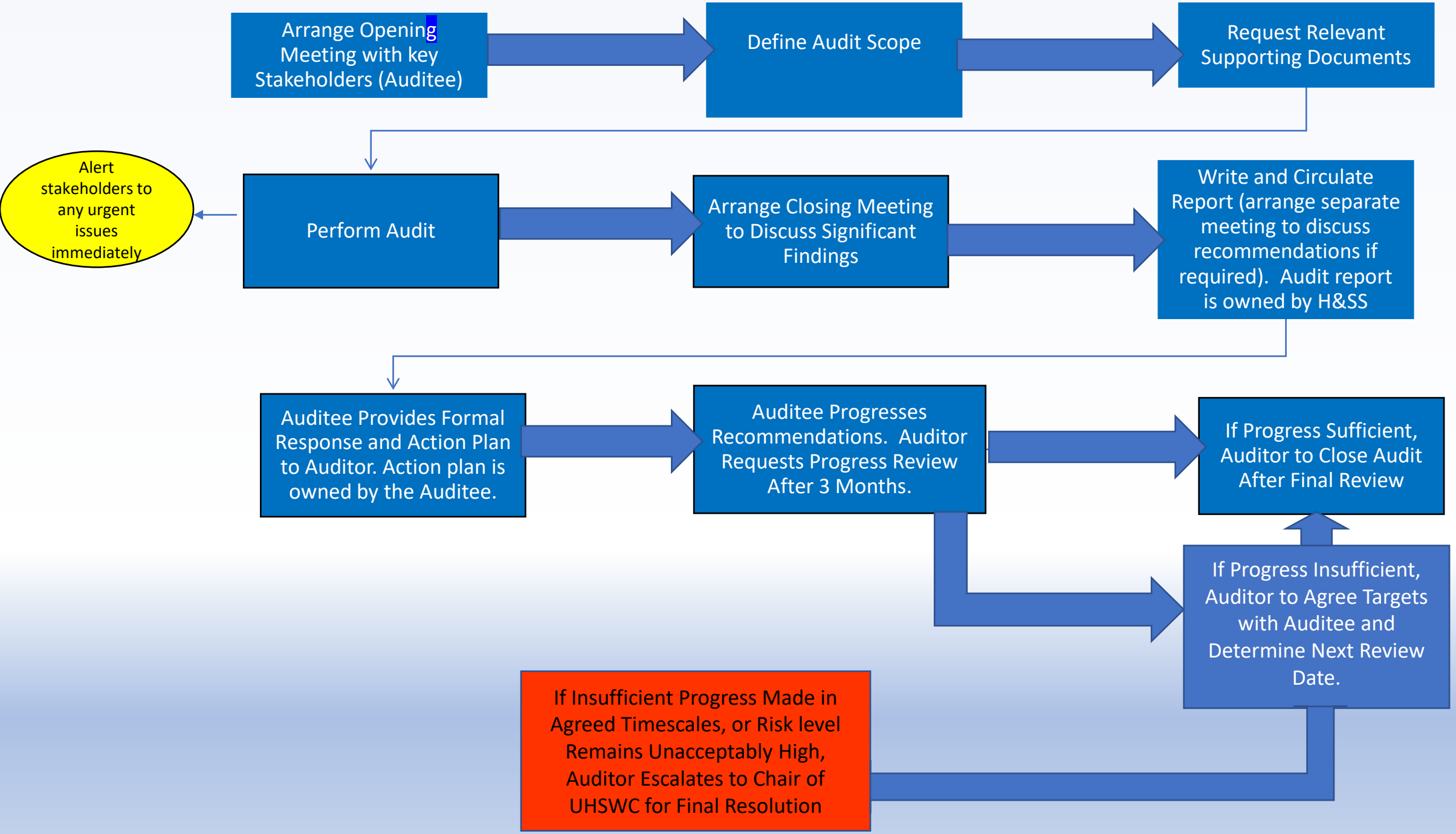
Arrange Opening Meeting with key Stakeholders (Auditee)
Define Audit Scope
Request Relevant Supporting Documents
Alert stakeholders to any urgent issues immediately
Perform Audit
Arrange Closing Meeting to Discuss Significant Findings
Write and Circulate Report (arrange separate meeting to discuss recommendations if required). Audit report is owned by H&SS
Auditee Provides Formal Response and Action Plan to Auditor. Action plan is owned by the Auditee.
Auditee Progresses Recommendations. Auditor Requests Progress Review After 3 Months.
If Progress Sufficient, Auditor to Close Audit After Final Review
If Progress Insufficient, Auditor to Agree Targets with Auditee and Determine Next Review Date.
If Insufficient Progress Made in Agreed Timescales, or Risk level Remains Unacceptably High, Auditor Escalates to Chair of UHSWC for Final Resolution