University of Essex
Health and Safety Audit Report Flowchart

Timeline Guide

Audit: +4 weeks

AUDIT

AUDIT CONDUCTED

Audit evidence gathering complete

Draft Audit report and action plan prepared and priority levels for each action are assigned

Draft audit report and action plan circulated to relevant parties for comment and to complete detail on action plans assigned to them

Final audit report and action plan circulated to relevant parties

Summary of audit findings prepared by HSAS for reporting purposes

Reported to HSG, USG and Council HSG

AUDIT FINDINGS ACTIONED

Auditee/s

Urgent concerns following audit:
To be emailed to auditees

Where necessary individual Depts / Sections provided with informal notification of specific actions

Action taken by auditees

Person's responsible completes action plan and returns to HSAS

Monitors completion of audit actions

Has verification that audit actions have been completed been received

Audit process complete

Escalation of audit findings not completed within stated timescale

First escalation
X = 1 month

Second escalation
X = 2 months

Third Escalation
X = 3 months

Person's responsible for audit findings complete action required

November 2013