

AUDIT CLOSING MEETING

GRAY
MANAGEMENT SYSTEMS

Top Tips from Geoff Gray

From GRAY's Auditor Pocket Guide

A POSITIVE START

Thank the auditee for their time and cooperation.

Emphasise the positive findings you observed during the audit.



CONFIRM

Reconfirm any confidentiality requirements where applicable.

Restate audit terminology of Action Items/ Non-conformances (major/minor/OFI).

PRESENT FINDINGS

Use the three step GRAY method to communicate audit findings (FACT, REFERENCE, CLEAR).

Provide a sampling disclaimer.



CLOSE OUT

Summarise overall audit outcome.

Agree upon timeframes for corrective actions.

Provide a copy of your audit report.



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