

AUDIT OPENING MEETING

GRAY
MANAGEMENT SYSTEMS

Top Tips from Geoff Gray

From GRAY's Auditor Pocket Guide

SET THE SCENE

Get off on the right foot by introducing yourself and your audit team.

Make sure key personnel are included in the opening meeting to encourage participation.



OUTLINE

Explain what the audit objectives are, including the audit scope and audit process.

Transparency and openness is key to create a positive auditing environment.

SET EXPECTATIONS

Make it clear:

- Who you will need to speak to
- What processes you will need to observe
- What records need to be validated
- Timeframes



CLARIFY

Clarify any safety, confidentiality or security requirements.

Encourage questions and ensure the auditee has a clear understanding of what is going to occur.

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