

3.4 Preparing the Audit Report

A. Executive Summary

An executive summary is meant to summarize the entire audit in approximately one page. This summary is typically one of the last pieces of the audit report to be completed. The following is a guide of what should be included in an executive summary:

- A short description of the organization being audited (nature of business, etc.)
- When audit was conducted, by whom and which audit tools were used
- An overall description of the audit experience
- State the positives observed in the audit (good documentation, safety culture, strong audit elements etc.)
- State the negatives found during the audit
- Scores for each audit tool, including any elements that received less than 50%
- Any other remarks the auditor found significant during the audit (changes in scope, difficulties with staff or access to locations etc.)

B. Audit Report Requirements

The final audit report will show the organization and go2 a detailed account the entire audit process from the pre-audit work through to the final meeting. The report should be concise, clear and an accurate record of the audit. The report must include both positive and negative aspects of the audit.

Audit Contents

The format of the report may vary depending on the auditee's requirements as specified in the pre-audit plan. All reports should include the following information as a standard:

- Audit Title Page (Auditor Name, organization name, date, type of audit)
- Table of Contents
- Executive Summary (see below for further information)
- Company Profile (see background information page)
- Organizational Chart
- Explanation of sample size (see interview and site planning scope)

- Completed go2 Audit Tool (scoring, recommendations and findings for each question)
- Close-out Meeting and Corrective Actions Plan
- Scoring Summary Document

The audit report should also include any additional information that was used in determining audit results or that affected the audit in any way. Examples include:

- Obstacles encountered that could decrease reliability of audit conclusions
- Areas not covered although in audit scope
- Any unresolved differences of opinion between the auditor and the business being audited

Submission to go2 for Quality Assurance Review

go2 will review each audit submitted for Certificate of Recognition status, to ensure it meets the required criteria. Internal maintenance audits are not required to have a passing score, but rather the audit must be completed and an action plan developed to address all deficiencies identified during the process. go2 will review the quality of the audit itself, the corrective action plan and will work with the employer on a schedule to complete the corrective action plan.

Once the quality review is completed, go2 will provide the employer with a completed feedback form outlining strengths and weaknesses with the audit and will ask the employer to further explain any areas of the audit that are unclear, incomplete or done incorrectly.

In addition, ten percent of all audits completed, both internal and external, will receive an external limited scope audit. The cost of the consultant for this audit will be borne by go2.

Extreme Ski Hill and Resort

