



Writing Quality Audits

Guidelines

Auditors must provide information to clearly justify the scoring for documentation, observation, and interview audit questions in the comments and executive summary.

Information must:

- answer the question.
- justify the points awarded.
- give company specific examples.
- be professional in style and content.

Comments and information must not:

- refer to a specific employee.
- state the auditor's personal opinion.
- restate the question justifying the score awarded.
- contradict information within the question and related questions.
- be boiler plated or templated (see below).

Boiler plating

This practice involves copying all or a portion of an audit report from one audit and then reusing it for another audit, making few changes.

Templating

This practice involves using prewritten notes and recommendations for multiple audit reports. These notes and recommendations may include specific findings, but are for the most part unoriginal.



Confirming Verification Techniques

Auditors must provide comments for observation and interview questions only. The boxes below show examples of acceptable comments.

Observations:

Describe what was seen on the observation tour. Connect the observation comment to a task performed whenever possible.

Workers were observed wearing high visibility vests when directing traffic and face shields and ear protection when grinding during the site tour.

Interviews:

Summarize what the interviewees said.

Workers stated during interviews that safety meetings are not taking place each morning as per the company policy.

Comments for Not Applicable (N/A) Questions

Comments are required for questions considered Not Applicable (N/A) and must clearly identify the reason for the allocation of the N/A.

Example: question 14.4

Is safety information shared between the prime/general contractor and contractors?

Score: N/A

This question is not applicable to the audit. ABC Inc. does not hire subcontractors.

Best Practice

Always review the NSNY Audit Guidelines before and after writing



Executive Summary

When completing the Executive Summary it is important to include some brief information on the company (what kind of work they do, what work you observed being done during the audit as part of your observational tour).

Summarize the positive aspects and areas for improvements of the company's health & safety program.

Ensure that all negatively scored questions have a detailed recommendation in the executive summary.