Audit report

Step 1: Select a topic
Step 2: Define your criteria and then set your standard
Step 3: Identify how you are going to collect the information or data to measure against your criteria & standard
Step 4: Data collection sheet/questionnaire
Step 5: Analyse the results
Step 6: Make recommendations
Step 7: Implement change
Step 8: Re-audit – to ensure change in practice has been implemented