

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