



5L. Audit Follow-up Information

Audit follow up is a process where an auditor verifies the corrective actions already completed by a site. It can take the form of:

- **A desktop follow-up – where corrective actions can be verified remotely e.g. by photographic or documentary evidence or,**
- **A site visit follow-up – where an auditor needs to review corrective actions at the site.**

Where auditor verification of adequate corrective actions, requires a visit to the site, it is important that the site is aware of the content and purpose of the re visit.

A site re visit is required when corrective actions cannot be verified via evidence supplied by “desktop” review only.

To ensure that the site visit follow up audit is carried out in the most effective manner it is strongly recommended that:

1. Auditors send a copy of the CAPR previously left with the site as part of the pre audit communication. It is crucial that the site is clear on what they will be measured against as part of the follow up audit
2. The site is made aware ahead of the audit that the purpose of the re visit is to verify the corrective actions which were discussed and agreed at the previous audit.
3. The opening meeting should focus on the CAPR from the previous audit and the audit allows the site to demonstrate those corrective actions
4. The auditor will be responsible for verifying whether corrective actions have been taken and then recording verification of these actions.
5. Where only one auditor is carrying out both the auditor and the worker interview roles at the follow up audit, it is necessary to consider the auditor’s gender, especially where there is a majority gender at the site.