

Halderstone



Training module

Audit Reporting & Follow-up

Formulate evidence-based audit findings, structure clear audit reports, and verify the effective closure of agreed actions



Do you want your audit findings to drive real improvement?

Overview

The true impact of an audit is realised through its reporting and subsequent follow-up, yet these stages often present significant challenges.

This module addresses the pitfalls of unclear findings, inconsistent classifications, and ineffective closure processes. Participants will strengthen their ability to formulate precise, evidence-based findings, produce concise reports tailored for specific audiences, and manage follow-up routines that verify the effectiveness of agreed actions, ensuring audit work translates into tangible improvements.



Target audience

- Aspiring auditors who want to audit management systems following best practices
- Practising management system auditors who want to strengthen their audit knowledge, judgement, and effectiveness

Is this module for you?

It is a good fit for you if you...

- write audit findings or contribute to audit reports.
- struggle to make findings clear, defensible, and evidence-based.
- see audit reports issued but little effective follow-up.
- need findings to translate into owned actions and verified closure.
- want reporting and follow-up to strengthen audit credibility.

It may be less suitable for you if you...

- already produce clear, decision-relevant reports with effective follow-up.
- are not involved in audit reporting or action verification.
- need root cause analysis or improvement system design.
- are looking for general writing or communication training.

Learning outcomes



Key outcomes

- Write audit findings that are traceable to requirements and supported by documented evidence
- Produce concise audit reports with clear structure and audience-appropriate emphasis
- Verify closure using appropriate evidence and proportionate effectiveness checks

Additional capabilities

- Distinguish observation, nonconformity, and other finding types using consistent criteria
- Specify effective action definitions without designing the improvement system
- Run a follow-up routine that tracks actions and applies escalation paths to avoid symbolic closure

Agenda

Role of reporting and follow-up in the audit cycle

How audit reporting and follow-up support auditees and governance by providing clarity and decision relevance, and where common failure modes such as ambiguity, overload, and paper closure undermine impact

Writing clear, evidence-based findings

How to structure findings by separating requirements, evidence, and statements of issue, and apply writing discipline through objective language, traceability, and avoidance of implied solutions

Classification and prioritisation using agreed criteria

How to classify findings consistently using agreed categories, and determine priority or severity using organisational criteria without re-performing risk assessment

Structuring audit reports for defined audiences

How to balance minimum viable report content with extended reporting, and design executive summaries and thematic consolidation that reflect what leaders actually need

From findings to owned actions

How to assess what acceptable actions look like from an auditor perspective, including specificity, ownership, and due dates, and manage handover points into the organisation's corrective action and improvement workflow

Follow-up and effectiveness verification

How to define tracking logic, status handling, and escalation routes, and verify closure through proportionate evidence expectations and effectiveness checks

Case-based workshop

Applying the learned concepts, methods, and approaches in a realistic case setting

Included materials



Learning materials

- Slide deck
- Participant workbook

Templates & tools

- Audit finding template
- Finding quality checklist
- Nonconformity report template
- Audit report template
- Action follow-up log
- Closure & effectiveness verification checklist

Confirmation

- Confirmation of participation

Preparation guidance

Assumed background

This module assumes participants can participate in audits and recognise requirements and evidence in a management system context. Helpful baseline knowledge includes:

- Basic management system auditing concepts (purpose, criteria, evidence, conclusions)
- Familiarity with management system documentation and process descriptions

Preparatory modules

Foundation (depending on background)

Useful if you are new to the underlying concepts

- Audit Principles

Supporting (optional)

Helpful but not required to participate effectively

- Audit Communication & Interviewing

Logistics



Available languages

- English
- German

Standard delivery options

- Virtual live teaching
- Blended learning (e-learning + live)

Bespoke delivery options

- On-site delivery at your place
- Content adapted to your organization



Halderstone

Halderstone by Langer & Co

Zürcherstrasse 2

CH-8852 Altendorf

Switzerland

info@halderstone.com

www.halderstone.com