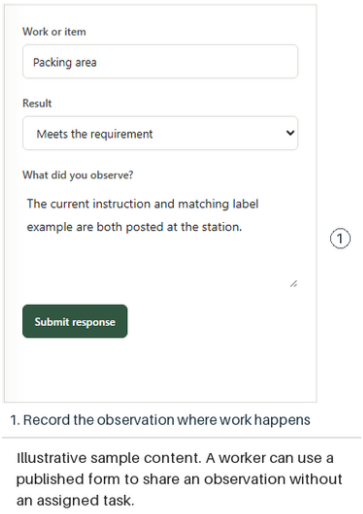
AUDIT AGAINST A STANDARD AND CLOSE THE FINDINGS

Turn audit findings into clear responsibilities and decisions

Respond to each finding with an action, owner and due date, or an accepted-risk decision. The audit record gives people a shared view of the response and makes outstanding follow-up easy to identify.

Conduct the audit > Review findings and assign corrective actions > Implement a corrective action (when triggered) > Verify effectiveness and close (when triggered)

SkillSmith · Share an observation through a published form

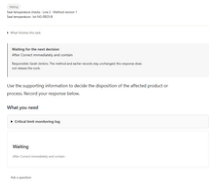


Illustrative sample content. A worker can use a published form to share an observation without an assigned task.

SkillSmith · Carry the earlier incident response into the investigation



SkillSmith · Keep the next disposition decision with its responsible reviewer



Share an observation through a published form

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Designated specialist	Conduct the audit; Verify effectiveness and close	Respond with clause-by-clause conformity, evidence, findings graded and verified effective / reopened.
Accountable owner	Review findings and assign corrective actions	Respond with per finding: action, owner, due, or accepted risk.
Team lead	Implement a corrective action	Respond with action done and evidence.

Add the action or signed risk decision

In a worked example, one finding has no action or signed risk decision; the audit remains performed with open follow-up rather than closed.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Checklist and Action record	Open the selected material for this occurrence.
Recorded response	per finding: action, owner, due, or accepted risk	Save the response with its work context.
Review point	per finding: action, owner, due, or accepted risk	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Audit against a standard and close the findings

Bring checklist and action record into the prepared work. Designated specialist, Accountable owner and Team lead each receive the context needed for their part.

01 Conduct the audit

Record clause-by-clause conformity, evidence and findings graded.

02 Review findings and assign corrective actions

Record per finding: action, owner, due, or accepted risk.

03 Implement a corrective action

When a finding has an assigned action, record action done and evidence.

04 Verify effectiveness and close

When an action was implemented, record verified effective / reopened.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Audit against a standard and close the findings

A qualified auditor checks an area or programme against a standard's clauses, the owner turns findings into corrective actions, and the auditor verifies they worked.

Internal ISO 45001 audit · Plant A (EHS)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Checklist The task uses this material	The audit checklist with clause references and conformity ratings.
Rubric The task uses this material	Grading of findings (major, minor, observation).
Action record The task uses this material	The corrective action record.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose checklist and action record from the resources your team uses.

02 Agree the responsibilities

Confirm designated specialist, accountable owner and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Implement a corrective action”; “Verify effectiveness and close”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains per finding: action, owner, due, or accepted risk. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring checklist and action record. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when a finding has an assigned action. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Audit performed and every finding has an owned action or an accepted risk signed by the owner; the audit is 'performed' while any action remains open, 'closed' when all are verified.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
A completed entry is mistaken for the responsible person's decision.	Give the accountable owner the recorded response and agreed criteria for this decision.
People cannot see the method or evidence behind a decision.	Make methods, responsibilities and decision evidence visible for review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- How will the owner respond to each finding from the completed audit?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact