



Easy Read: Internal Audits





Butterfly House does internal audits in every area of business at least yearly.



Butterfly House records all previous and future audits.

What are the directors responsible for?



Keeping the reporting system up to date.



Make sure the company is on track for external audits.



Tell staff about their results.



Deciding how often to complete the audits.



Make and share a schedule for auditing.



Choose staff to complete the audits.

What is the process of an audit?



List the services given to the participant.



Find out who is in charge of these services.



Before we do an internal audit we will tell all staff via email.

How are the internal auditors chosen?



Education: secondary or higher education.



Work experience of 5 years or more.

What do internal auditors do?



Check company documents or records.



Create a check list for the audit.



Scheduling the audit.



Look at samples of processes and what goes into them.

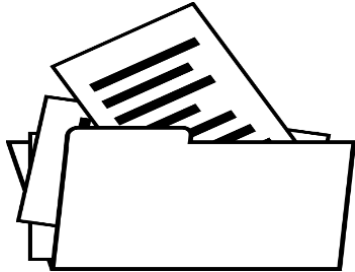


Keep notes to prove the process is following the rules or not.



Write down any issues found during the audit.

The Lead Internal Auditor needs to:



Look at the proof from the audit and suggest ways to improve.



Decide if any problems found during the audit need fixing.



Write up the audit report for the manager.

For the people responsible for the work area being audited:



Make sure fixes are done on time.



Fix small problems right away.



Keep track of what's been fixed and what still needs fixing.



Give updates on audits, fixes, and problems to the manager.

For the Board:



Look at what the audits found.



Suggest ways to make things better.



Finish up the audit report.



Share the audit report with the Board.



Finally, all audit results and fixes are spoken about in a meeting.