

The auditor (you) are responsible for closing out site visits raised on the AIR system following the process below. Any audits completed on the system must be emailed to the unit or line manager if no IT, ensuring it's accompanied by the audit close out document. During your visit you must establish if the unit has email and printing facilities, if they do not agree who the audit is to be sent to.

Once the process is agreed with the Auditee, ensure they are instructed to send the close out evidence to you direct.

Once the audit is generated on the system, it will automatically give the outstanding actions a 4 week closure period. Make a note of this date in your electronic diary, diary or set reminder on your smart phone. This will be your reminder to contact the unit to chase the close out evidence if not already received, ensure term closures etc. are accounted for.

If you have chased the audit and evidence has not been received, then escalate to Chartwells HSE team for assistance, do not let it drag on

Guide to Closing off Audits.

Close Off doc will be required from unit!

1. Locate the audit by typing in **audit number** or **unit name** on audit page then enter to generate.
2. Tab down audit (**without opening**) to see the actions to complete.
3. Click **Edit** audit and tab down to close,
4. You can again enter comments in box provided, (i.e. Feedback sheet attached) when ready click close audit, a file box will appear where you attach the unit close off doc received from unit and saved on your system – the audit will process and return you to section when attached, **tick date close box**, Last thing is final close audit – **close as fully completed when ready. (Also can be closed with outstanding actions!)**
5. **Save** changes at bottom of page.
6. When system finished, you will see at top of your audit that it is now closed off and complete.

Please ensure that on receipt of evidence from the auditee, that you acknowledge the receipt and that the audit has been satisfactorily closed out.

Susan Smith will generate a report at period and year end showing any outstanding audits as a further reminder that units need to submit evidence of closure

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