University of Reading Auditing Escalation Process

1. Define Audit Scope
2. Request Scope Relevant Documents
3. Perform Audit
4. Close of Audit F2F Meeting to Explain Next Steps & Highlight Significant Findings
5. Write the Audit Report
6. Report Circulated
7. F2F Meeting to Discuss Audit Recommendations and to Arrange Formal Response from Auditee
8. Audit Report Finalised & Owned by HSS
9. An Action Plan Based on the Audit Recommendations is Formulated and Owned by Auditee
10. Progress Against Actions Discussed with Auditor after 3 Months
11. Where Satisfactory Progress has not Been Made Against the Actions the HoS Should be Informed in Writing.
12. If Necessary, this can be Further Escalated to the UHSWC for Final Resolution.
13. Audit Closed by HSS Once Actions Satisfactorily Addressed