

MCS / FIELD ASSURANCE RESOURCE

Audit Evidence & Action Quality Checklist

Assess whether findings are supported, actionable and effectively closed.

Scope and evidence

- Define purpose, scope, criteria and limitations.
- Check evidence is sufficient, relevant, dated and traceable.
- Separate observed facts from interpretation and assumptions.
- Identify missing evidence as a gap, not automatically as a confirmed defect.

Risk and action

- Describe each finding against the applicable approved criterion.
- Apply the organisation’s risk methodology; escalate urgent concerns through approved channels.
- Record accountable owner, due date, interim control and escalation route.
- Consider root causes, repeat findings and wider operational exposure.

Closure and learning

- Confirm completion with objective evidence and the reviewer’s decision.
- Check effectiveness after a proportionate interval, not just action completion.
- Review themes and whether the assurance approach needs to change.

Working record

Reference: _____ Date: _____ Reviewer: _____

Audit criterion / finding	Evidence reference / factual observation	Risk / owner / due date	Closure evidence / effectiveness

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Priority actions and follow-up

Priority / decision	Owner / target date	Verification / outcome

Use only authorised information. Adapt to the organisation’s approved requirements and escalation processes. This is a general-purpose aid, not an approved technical standard or formal competence authorisation.