

**Specification of Competency Standards**  
**for the Testing, Inspection and Certification Industry**  
**Unit of Competency**

Functional Area - Certification Operations

Title	Generate audit reports
Code	105945L5
Range	This unit of competency (UoC) covers the abilities to generate a written report for each audit by critically evaluating the audit findings and conclusions.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of generating audit reports</p> <ul style="list-style-type: none"> <li>• Examine the audit objectives against the scope of the audit.</li> <li>• Evaluate audit findings and other appropriate information collected during the audit against the audit objectives.</li> <li>• Interpret the content of audit reports.</li> </ul> <p>2. Generate audit reports</p> <ul style="list-style-type: none"> <li>• Confirm audit conclusions and grading of audit findings with identification of audit criteria.</li> <li>• Conclude the extent of conformities with the audit criteria and robustness of the applied management system(s).</li> <li>• Identify any necessary follow-up actions.</li> <li>• Formulate a timeframe for the client to present a plan for correction and corrective action for any identified nonconformities.</li> <li>• Generate an audit report to be issued to the client.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Maintain impartiality with the client organisation and independence to generate a fair and unbiased audit report.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• critically evaluate and confirm audit findings and their grading with supporting evidence collected during the audit,</li> <li>• generate an accurate, precise and clear audit report by compiling audit findings and conclusions.</li> </ul>
Remark	