

From: 38(1)b<38(1)b@fss.scot>

Sent: 30 March 2022 17:55

To: 38(1)b<38(1)b@fss.scot>; 38(1)b <38(1)b@fss.scot>; 38(1)b<38(1)b@fss.scot>

Subject: RE: Audit Report Examples for Publishing

Covers all the essential bases from what I can see 38(1)b

It tells me what activities they conduct, if they have all been audited and what the overall rating was.

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Sent: 30 March 2022 10:06

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Subject: FW: Audit Report Examples for Publishing

Dear all,

Following yesterday's divisional meeting, please see attached an Option C for the style of audit report to be published, which is a combination of previous options.

Please let me know if you find this suitable.

Thank you!

Kind Regards,

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Subject: RE: Audit Report Examples for Publishing

Good morning 38(1)b

Option C attached for consideration.

Kind regards

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From: 38(1)b<38(1)b@fss.scot>
Sent: 29 March 2022 17:02
To: 38(1)b<38(1)b@fss.scot>
Subject: RE: Audit Report Examples for Publishing

Thanks, 38(1)b

Kind Regards,

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Subject: RE: Audit Report Examples for Publishing

Hi 38(1)b

What we can do is export the first page of the report and make up a new pdf document which has the outcomes and definitions information together. Then we can just combine the 2 with the new adobe software.

I can give it a trial run tomorrow and show you what it would look like. Should be fairly straight forward if we do it this way.

Kind regards

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Sent: 29 March 2022 13:29
To: 38(1)b<38(1)b@fss.scot>
Subject: RE: Audit Report Examples for Publishing

Hi 38(1)b,

We had a discussion about this today. We are in favour of a mix between option A and B, i.e. the first page of the report, but also the definitions for “outcomes” (bottom of page 2) and “minor, major, critical” (bottom of page 3).

How much work would be required from your side for the above? Is there an easier way to do this, e.g. to have the definitions on the main website page, so then we'd only have the first page of the report being published?

Kind Regards,

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Subject: FW: Audit Report Examples for Publishing

Dear all,

Please see attached and below email. I will bring to the Divisional team meeting for a decision on Tuesday the 29th (38(1)b – can you please add to agenda for that day, 15 minutes for me?), as I'm off next Monday.

My proposal is to go with Option A.

Thanks!

Kind Regards,

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Subject: Audit Report Examples for Publishing

Good afternoon 38(1)b

Attached is two options of how we could do the published version of the audit reports.

Option A as discussed is the very first page and nothing more.

Option B includes the first three pages. One of the advantages with the new Adobe Acrobat Pro license is that I can now go into a pdf and remove text. Therefore I have removed the names of individuals and the names of the systems where the non-compliances are.

Also attached is an old audit report for reference of what we use to send out.

HTD

Kind regards

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