

REPORT WRITING FOR QUALITY AUDITS

““Delivering Accurate, Clear, and Actionable Audit Reports that Drive Improvement and Compliance””

Schedule

Date	Venue	Fees (Face-to-Face)
04 – 05 Mar 2026	Doha, Qatar	USD 1995 per delegate
23 – 24 Apr 2026	Dubai, UAE	USD 1995 per delegate
23 – 24 Sep 2026	Riyadh - KSA	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Audit reports are not just documentation—they are instruments for change, improvement, and accountability. Whether you're auditing for ISO standards, internal processes, or regulatory compliance, the ability to communicate audit findings effectively is essential.

This two-day course empowers auditors, quality professionals, and compliance officers with practical techniques to write audit reports that are clear, concise, evidence-based, and results-oriented. It focuses on language, structure, tone, and formatting tailored for different stakeholders—from operational teams to senior management.

Objectives

By the end of this course, participants will be able to:

- Plan, structure, and write professional audit reports for quality audits.
- Use precise and objective language to document audit findings.
- Link observations to nonconformities, risks, and improvement opportunities.
- Develop evidence-based conclusions and practical recommendations.
- Format reports to align with ISO, internal, or regulatory standards.
- Improve communication and clarity between auditors and auditees.

Why Attend

- Strengthen your credibility as an auditor through clear communication.
- Avoid misinterpretation and disputes caused by vague or subjective wording.
- Learn how to tailor audit reports for different audiences and purposes.
- Gain templates, formats, and examples from multiple industries.
- Improve the effectiveness of corrective and preventive actions (CAPA).

Target Audience

This program is designed for:

- Internal and external quality auditors
- Compliance and quality assurance professionals
- ISO audit teams and coordinators
- Regulatory affairs staff
- Professionals responsible for reporting audit outcomes

Individual Benefits

Key competencies that will be developed include:

- Audit observation recording and validation
- Report structure, grammar, and tone
- Writing for clarity, objectivity, and impact
- Communicating findings to drive action
- Aligning reports with audit standards and guidelines

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher quality and consistency in audit documentation
- Stronger stakeholder understanding and response to audit results
- Faster turnaround on CAPA and audit follow-ups
- Reduced audit-related conflicts and miscommunication
- Better performance during third-party audits and inspections

Instructional Methodology

This course is highly interactive, with hands-on report drafting and review:

- Briefings – Audit reporting principles and real-world examples
- Templates – Report structures, observation logs, summary formats
- Writing Exercises – Drafting and refining findings and recommendations
- Group Review – Peer critique and instructor feedback
- Role Plays – Auditee-auditor communication scenarios
- Tools – CAPA tracking sheets, clause mapping tools, report grading rubrics

Course Outline

Training Hours: 7:30 AM - 3:30 PM

Daily Format : 3-4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Writing Objective, Clear, and Useful Audit Reports

• **Module 1: The Purpose and Principles of Audit Reporting (07:30 - 09:30)**

- ISO 19011, ISO 9001, and other applicable standards
- Stakeholders and expectations from audit reports
- Characteristics of effective reports

• **Module 2: Structuring the Audit Report (09:45 - 11:15)**

- Executive summary, scope, observations, evidence, conclusions
- Linking findings to audit criteria and clauses
- Using checklists, appendices, and risk notes

• **Module 3: Writing Accurate and Objective Observations (11:30 - 01:00)**

- Factual vs. opinion-based reporting
- Describing nonconformities clearly
- Supporting findings with verifiable evidence

• **Module 4: Workshop - Writing and Reviewing Observations (02:00 - 03:30)**

- Teams write and critique observation statements from case scenarios

Day 2: Enhancing Clarity, Tone, and Actionability

• **Module 5: Language, Tone, and Report Formatting (07:30 - 09:30)**

- Using active voice, plain language, and professional tone
- Avoiding ambiguity, exaggeration, and bias
- Formatting for readability and emphasis

• **Module 6: Writing Conclusions and Recommendations (09:45 - 11:15)**

- Connecting observations to root causes and risks
- Suggesting corrective/preventive actions appropriately
- Reporting follow-up actions and verification methods

• **Module 7: Audit Communication and Presentation (11:30 - 01:00)**

- Presenting findings in closing meetings
- Handling disagreements diplomatically
- Answering questions with confidence

• **Module 8: Final Exercise - Writing a Full Mini-Audit Report (02:00 - 03:30)**

- Each participant composes a full audit report section and receives feedback

Certification

Participants who complete the program will receive a **Certificate of Completion in Report Writing for Quality Audits**, validating their ability to produce clear, structured, and effective audit reports that drive understanding and compliance.

Why Choose MAWA Events

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