Audit recommendation

IT Quick Reference Guide – Approved Quality Auditor

Associate with registration application ➔ Update registration application (if required) ➔ Rate and finalise practice standard outcomes ➔ **Audit recommendation** ➔ Attach audit report
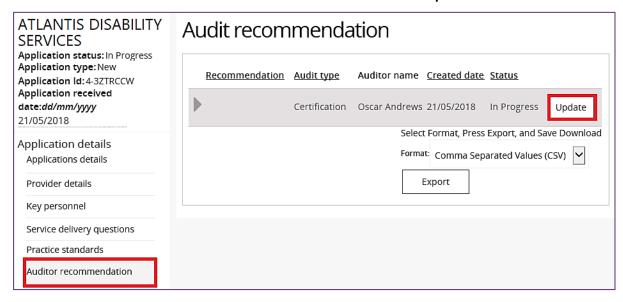
This Quick Reference Guide explains how an auditor records the audit recommendation for a provider's application for registration with the NDIS Quality and Safeguard Commission.
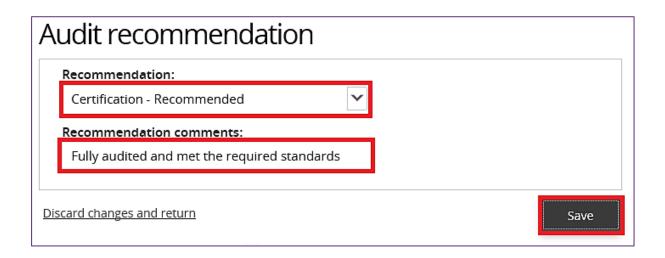
PLEASE NOTE: There are two system access roles; Auditor and Approved Quality Auditor. A user who has the role of Approved Quality Auditor within the Commission portal can complete this step.

Auditor records audit recommendation

1. Click **Auditor recommendation** on the left hand side menu then click **Update**.

2. Select a **Recommendation**, type any **Recommendation comments** then click **Save**.

Audit recommendation

Recommendation:

Certification - Recommended

Recommendation comments:

Fully audited and met the required standards

Discard changes and return   Save

The **status** of the audit recommendation changes from **In Progress** to **Submitted to Commission**.

ATLANTIS DISABILITY SERVICES

Application status: In Progress
Application type: New
Application Id: 4-3ZTRCCW
Application received date: dd/mm/yyyy

Application details

Applications details

Provider details

Key personnel

Service delivery questions

Practice standards

Auditor recommendation

Audit recommendation

Recommendation	Audit type	Auditor name	Created date	Status
▶ Certification - Recommended	Certification	Oscar Andrews	21/05/2018	Submitted to Commission

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

Export