📄 Audit Communication Plan Template

(Aligned with ISO/IEC 42001 & ISO 19011)

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1. Audit Overview

- **Organization:** _____

- **Audit Type:** (Internal / External / Certification / Surveillance)

- **Audit Scope:** _____

- **Audit Objectives:** _____

- **Audit Criteria:** (ISO/IEC 42001, regulatory, internal policies)

- **Audit Period:** _____

- **Lead Auditor:** _____

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2. Communication Objectives

- Ensure transparency of audit progress and findings.

- Provide timely updates to stakeholders at key audit stages.

- Facilitate two-way communication for clarification, risk awareness, and corrective action.

- Maintain confidentiality and integrity of information shared.

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3. Key Stakeholders

Stakeholder	Role / Interest in Audit	Communication Needs	Preferred Channel
Top Management	Oversight, strategic decisions	High-level summary, risks, recommendations	Executive briefing / Report
Process Owners	Responsible for audited processes	Detailed findings, corrective actions	Meetings / Email

Audit Team	Execution of audit plan	Daily coordination, checklists	Team meetings / Shared tools
External Regulators (if applicable)	Compliance oversight	Compliance results, evidence	Official report / Portal
Employees Affected by Audit	Awareness and participation	Clear instructions, audit purpose	Email / Notice board

4. Communication Schedule

Audit Phase	Communication Activity	Audience	Format / Channel	Responsible Person	Timing / Frequency
Pre-Audit	Audit notification & scope briefing	All stakeholders	Email / Memo	Lead Auditor	2 weeks before audit
Opening Meeting	Explain objectives, scope, methodology	Management & auditees	Virtual / In-person	Lead Auditor	Day 1
During Audit	Daily progress updates	Audit Team & Process Owners	Stand-up meetings	Lead Auditor	Daily
Draft Findings Briefing	Preliminary results & observations	Process Owners	Meeting / Call	Audit Team	End of audit day(s)
Closing Meeting	Summary of findings, grading, recommendations	Top Management, Stakeholders	Presentation / Report	Lead Auditor	Final day of audit
Post-Audit Follow-Up	Final report & corrective action requests	Top Management	Report + Email	Lead Auditor	Within 5 working days

		, Process Owners			
Corrective Action Tracking	Updates on progress of actions	Process Owners & Audit Team	Shared dashboard / Follow-up meetings	Quality Manager	Bi-weekly until closure

5. Communication Methods

- **Formal Reports:** Audit plan, draft report, final report

- **Meetings:** Opening, daily debriefs, closing, follow-ups

- **Digital Tools:** Shared dashboards, collaboration platforms (e.g., Teams, SharePoint, Jira)

- **Email Notifications:** For official communication, reminders, and follow-up actions

- **Confidential Briefings:** Where sensitive issues require restricted disclosure

6. Escalation Protocol

- **Nonconformities (Major):** Immediately reported to Top Management.

- **Nonconformities (Minor):** Included in closing meeting + report.

- **Delays or Audit Risks:** Escalated to Management Representative immediately.

- **Conflicts of Interest or Ethical Issues:** Escalated to Ethics/Compliance Committee.

7. Documentation and Records

- All communication records (emails, minutes, reports) are archived in **[repository/tool name]**.

- Records must comply with **confidentiality, data protection, and traceability** requirements.

✅ This plan ensures that **every audit stage has structured communication** with the right people, through the right channels, at the right time — strengthening **trust and compliance**.