Audit recommendation

IT Quick Reference Guide – Approved Quality Auditor



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**.



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



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

