MH1 Audit Process Guidance Flowchart

1. The auditor emails the audit to the admin inbox (**see step 2**), AMHP and their supervisor (**See step 4**) - if this is a mixed role AMHP it goes to their community supervisor not the group supervisor.

Table included below

2. Auditors will identify themes originating from the audit and include these in the email which is sent to the admin inbox. Themes have been categorised and you should choose from the provided list or select other and provide a brief description.

3. Admin will save the audit to the central audit spreadsheet and imbed the document

4. Audits will be reviewed by the supervisor and the AMHP and then discussed at supervision. The discussion should be documented in the normal way and some issues could be added to the AMHP Reapproval Action Learning Plan. AMHPs should save a copy for their reference.