



AUDIT REPORT WRITING TIP:

Quality Auditor Justification Notes

Strong auditor justification notes do more than support a score. They tell the story behind your findings.

Clear, employer-specific notes demonstrate how you reached your conclusion, identify the validation techniques used, and provide organizations with meaningful information they can use to strengthen their health and safety management system.

They also support a smoother Quality Assurance review by ensuring your scoring is well justified and aligned with AMHSA and Partnerships' expectations.



Justifies
your score



Provides value
to the employer



Supports a smooth
QA review



New Resource Available

AMHSA's **Auditor Justification Notes Procedure** outlines expectations for writing clear, complete, and defensible justification notes with practical guidance and examples. [Click here](#) to download the full procedure.

The 5 Ingredients of a Great Auditor Justification Note



1



Answer the Question

Address the audit question and show that the question guidelines were followed.

2



Show Your Validation

Identify the validation technique(s) used to score the question: Documentation (D), Interviews (I), Observations (O).

3



Use Employer-Specific Examples

Include details of the documents reviewed, what was observed, and a summary of what was shared during interviews.

4



Quantify the Results

Provide numerator/denominator evidence (where required) to demonstrate the extent of implementation.

5



Justify the Score

Explain the rationale for the score assigned and how the evidence supports it.