

From an evidence gap to a reviewed action

Fictional demonstration. This example shows how the audit pack and tracker can be used together. It is not a customer result, inspection finding or claim of CQC approval.

A governance example

Step	Example entry
Scope	Review how one team records supervision actions over an agreed period. State the sample and limitations.
Finding	In this fictional sample, two records contain actions without an owner or review date. Record the source and date checked.
Action	The manager confirms owners, due dates and how completion will be evidenced with the relevant staff.
Tracker entry	Record the evidence location, responsible manager, review date and status in the CQC Evidence Tracker. Map to relevant current quality statements where appropriate.
Verification	At the agreed review, check the source records and discuss whether the actions changed practice. Record unresolved gaps; do not close actions on a verbal assurance alone.

Use both tools

Use the Self-Audit Pack to define a proportionate sample and record findings. Use the tracker to keep evidence locations, responsibilities and review dates visible.

Apply professional judgement

Prioritise according to actual risk and act promptly on urgent concerns. This demonstration is a recording example, not a whole-service audit or a compliance guarantee.