

## Be Punctual

Being late is disrespectful so

**P**rioritise and **P**lan ahead.

Auditors are busy **P**eople.

Yes, **P**eople.

Allegedly.

## Be Professional

**P**ay attention and **P**articipate.

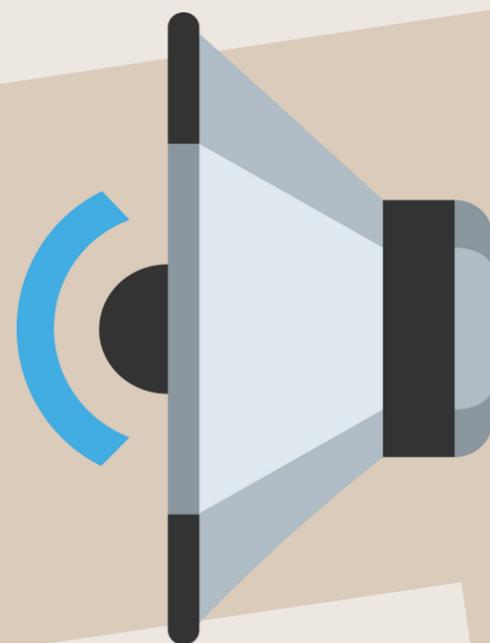
Being distracted comes across as discourteous or ignorant. **F**ocus!



## Be Pleasant

The auditor is doing a job.

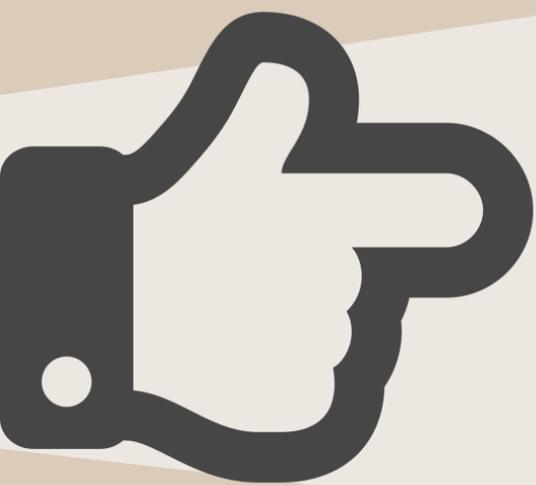
A friendly, **P**olite attitude gives a good impression.



## Participate!

**P**rovide information willingly.

Listen to the question. Open up a little without waffling.



## Pass the baton

If you don't know, say so!  
"Can you rephrase that?" is fine too. If there's someone better to ask, suggest them.

"Audit" is Latin for "I hear".  
It's our chance to **P**resent  
our case and **P**ersuade.

