



### **A. Initial and Ongoing Membership Audit Agenda**

1. Meet directors, owners and managers as appropriate; address any concerns or issues.
  - a. In the case of the initial audit, this will include a review of the pre-audit assessment submission.
  - b. In the case of subsequent surveillance audits, this will include a review of any changes since previous audit.
2. Discussion about what you do and the establishment of your scope of services and how the audit process will be applied based upon this.
3. Conduct membership audit to include all relevant parts of the offices and facilities as appropriate.
4. Final meeting to discuss the findings and any development actions required.

The time taken to complete the member audit will be dependent upon your assessed scope of activities and services can take from between 3 & 6 hours.

**Note:** Additional items could be identified during the audit which may need to be discussed.

### **B. LEEA Fees**

**Annual subscriptions run from the date of the membership offer and are renewed on the anniversary of the offer date.**

Please click [here](#) to view fees.

**Note:** Fees are reviewed on a regular basis and may be subject to change.

### **C. Training**

Training fees are dependent on the method of study used and are not included in the above figures.