ILLUSTRATIVE SAMPLE

PREMIUM AUDIT

Suicide Prevention Audit Report

Understand your arrangements.
Prioritise meaningful improvement.

PREPARED FOR

Example Organisation Ltd

Fictional company | 120 employees | One UK location



DECLARED READINESS SCORE

A foundation to build on.

An example of how findings, reviewed evidence and practical actions can be presented together.

EXAMPLE ISSUE DATE

10 November 2026

REPORT REFERENCE

SAMPLE-PREMIUM-001

01 / EXECUTIVE SUMMARY

Your position at a glance

An illustrative baseline: useful arrangements are present, with clear gaps to address.



DECLARED READINESS

Strengthen the response. Make responsibilities clear.

The example answers indicate stronger leadership and support arrangements. The most significant gap is in the organisation's response procedures.

7
Topics assessed

3
Documents reviewed: 1 accepted

6
Recommended improvement actions

WHAT IS WORKING

Leadership ownership and accessible support information provide a useful starting point for the organisation.

WHAT NEEDS ATTENTION

Formalise response responsibilities, strengthen policy approval and put manager learning on a planned footing.

START HERE

Agree the three high-priority actions on page 5. Give each an owner and a target date, then track implementation through the client dashboard.

Scores and evidence outcomes are shown separately. This example does not establish that an organisation is safe or predict individual suicide risk.

02 / TOPIC RESULTS

Where to focus your effort

Higher scores indicate more developed declared arrangements in this fictional example.

01 **Leadership & accountability** **75/100**

Named ownership is reported; regular oversight needs strengthening.

02 **Governance & policy** **60/100**

A policy exists, but its approval and review arrangements need work.

03 **Response procedures** **40/100**

Escalation and responsibilities require a documented process.

04 **Manager capability** **55/100**

Training is reported, but coverage and refreshers are inconsistent.

05 **Culture & psychological safety** **70/100**

Communication is established; feedback routes need clearer follow-up.

06 **Support pathways** **74/100**

Support information is accessible and supported by a reviewed guide.

07 **Measurement & improvement** **60/100**

Actions need owners, dates and a regular progress review.

Use the detail, not only the headline. Topic results help prioritise action. In this sample, response procedures are the first area to address, even though other topics score more strongly.

03 / PREMIUM EVIDENCE REVIEW

What the documents show

Three fictional documents illustrate how customer-facing evidence findings would appear.

E01 Workplace support guide

Accepted

Version 2.0 | Reviewed 10 November 2026

Finding: Company identified; contact routes, named responsibilities and a review date are recorded.

Next step: Maintain the guide and check contact details at each scheduled review. **[A05]**

E02 Suicide prevention policy

Partially meets

Version 1.1 | Reviewed 10 November 2026

Finding: The topic and company are identified. Approval is not recorded and the review date has passed.

Next step: Confirm the responsible approver, update the policy and record the next review date. **[A02]**

E03 Incident response procedure

Not accepted

Uploaded file | Reviewed 10 November 2026

Finding: The supplied file is a general safety checklist. It does not evidence the requested response procedure.

Next step: Supply a relevant procedure covering roles, escalation and follow-up arrangements. **[A01]**

Accepted means the document meets the specified review checklist. It does not establish authenticity, legal compliance or implementation in practice. No real documents were reviewed for this sample.

04 / PRIORITISED ACTION PLAN

Turn findings into action

Suggested owners and deadlines start from report issue. All six sample actions are not started.

A01 — HIGH
Document the response procedure — 30 days
OWNER Operations lead
Define roles, escalation and follow-up; approve and communicate the procedure.

A02 — HIGH
Update and approve the policy — 30 days
OWNER Executive sponsor
Record the approver, policy owner and next review date.

A03 — HIGH
Plan manager learning — 60 days
OWNER People / HR lead
Agree learning needs, coverage, refreshers and a completion record.

A04 — MEDIUM
Clarify confidential feedback routes — 60 days
OWNER People / HR lead
Explain routes, response ownership and how themes will be followed up.

A05 — MEDIUM
Check and communicate support routes — 30 days
OWNER People / HR lead
Check contact details and make the guide accessible to all staff.

A06 — MEDIUM
Establish a quarterly progress review — 90 days
OWNER Executive sponsor
Agree an action register, review dates and a record of decisions.

Completion should be supported by a short note or appropriate evidence. Customer-marked completion and subsequent italk MH verification remain distinct.

05 / YOUR 3D SYSTEM IMPLEMENTATION

Connect the findings to delivery

Use the audit to agree a practical programme across the three parts of the italk MH 3D System.

01 Suicide Prevention

Strengthen organisational arrangements.

Approve the relevant policy and establish a clear response procedure with named responsibilities.

LINKED ACTIONS A01 + A02

Approved documents and evidence of communication.

02 Mental Fitness

Equip people with useful support.

Plan manager learning and make relevant support routes visible and accessible across the workforce.

LINKED ACTIONS A03 + A05

Learning records and current support information.

03 Psychological Safety

Build confidence to speak and improve.

Clarify feedback routes and review progress with leadership so concerns lead to practical follow-up.

LINKED ACTIONS A04 + A06

Clear routes, named owners and recorded reviews.

Agree the next step with italk MH. Use the findings to scope implementation support. Additional services are agreed separately unless included in your existing partnership.

06 / PROGRESS AND REASSESSMENT

Build a record of improvement

Action progress develops throughout the year. A fresh audit establishes the next scored result.

62/100	0 of 6	12 months
Original declared readiness score	Actions completed at issue	Suggested reassessment interval

YOUR REVIEW ROUTE

AT ISSUE

Agree the starting point

Confirm the report, owners and action deadlines.

3 MONTHS

Review initial delivery

Record completed actions, evidence and remaining priorities.

6 MONTHS

Check implementation

Review whether agreed arrangements are being used.

9 MONTHS

Prepare for reassessment

Identify outstanding gaps and gather current evidence.

12 MONTHS

Commission the next audit

Complete fresh answers and evidence; compare eligible results.

The baseline stays fixed. Completing actions does not change this report's score. A new commissioned audit creates a new report; an agreed partnership entitlement may cover it.

07 / SCOPE AND INTERPRETATION

How to read this sample

A transparent explanation of the example, its scores and its intended use.

01 A fictional worked example

Example Organisation Ltd, its headcount, documents, findings and review outcomes are invented for demonstration. No customer information or real assessment results appear in this report.

02 Illustrative scoring only

The sample declared readiness score is the equal-weight mean of the seven topic scores on page 3: 434 / 7 = 62. These values demonstrate the report format and must not be used to assess another organisation.

03 Evidence findings remain separate

The example shows one document accepted, one partially meeting requirements and one not accepted. No evidence weighting has been applied to the declared score. Document review findings should be read alongside the scores and linked actions.

04 Organisational scope

The report concerns organisational arrangements. It does not diagnose individuals, predict suicide, certify safety or demonstrate legal compliance. No employee mental fitness results are combined into the score.

05 Reports and progress serve different purposes

A published report records the position at a point in time. The dashboard records subsequent action activity. Annual score comparisons require compatible questions, methodology and organisational scope.

Make the next step practical.

Discuss your audit and implementation priorities with italk MH.

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