

**HEALTH, SAFETY, ENVIRONMENTAL AND
QUALITY MANAGEMENT PROCEDURE
FOR INTERNAL AUDITING**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE.....	4
3. SCOPE	4
4. TERMS AND DEFINITIONS.....	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Internal Auditing Process Overview	5
6.1.1. Internal Auditing Process Flowchart	5
6.2. How to Prepare and Control the Internal Audit Process	6
6.2.1. Selecting Internal Auditors	6
6.2.2. Developing an Audit Program	6
6.2.3. Preparing for the Audit.....	6
6.2.4. Conducting the Audit	6
6.2.5. Data Review and Initial Reporting	6
6.2.6. Audit Actions.....	6
6.2.7. Final Reporting	7
6.2.8. Audit Reviews.....	7
6.3. Conducting Audits.....	7
6.3.1. System Audits	7
6.3.2. Process Audits	8
6.3.3. Supplier Audits	8
6.3.4. Legislation Audits	8
6.4. Corrective Actions	8
6.5. Completed Internal Audit Reports	8
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	9
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking internal HSEQ management system audits, process audits, and supplier and legislation audits, to assess the effectiveness of our HSEQ management system and its compliance to:

- AS/NZS ISO 9001, Quality Management Systems – Requirements.
- AS/NZS ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- AS/NZS ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

3. SCOPE

This procedure applies to the auditing and assessment of **Insert Your Company** HSEQ management system. By applying the principles outlined by AS/NZS ISO 19011, Guidelines for Auditing Management Systems, **Insert Your Company** shall ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from an audit must be based upon clear and traceable evidence.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	A systematic, independent and documented process for obtaining evidence of conformity to a set of standards and evaluating it to determine the extent of compliance.
Audit Evidence	Information, statements, records and may also include photographs.
Corrective Action	An action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Non-Conformance Report	A report that documents the details of a non-conformance identified in an audit or other process review.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how you operate on a daily basis.
Record	Document(s) stating results achieved or providing evidence of activities performed.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: