

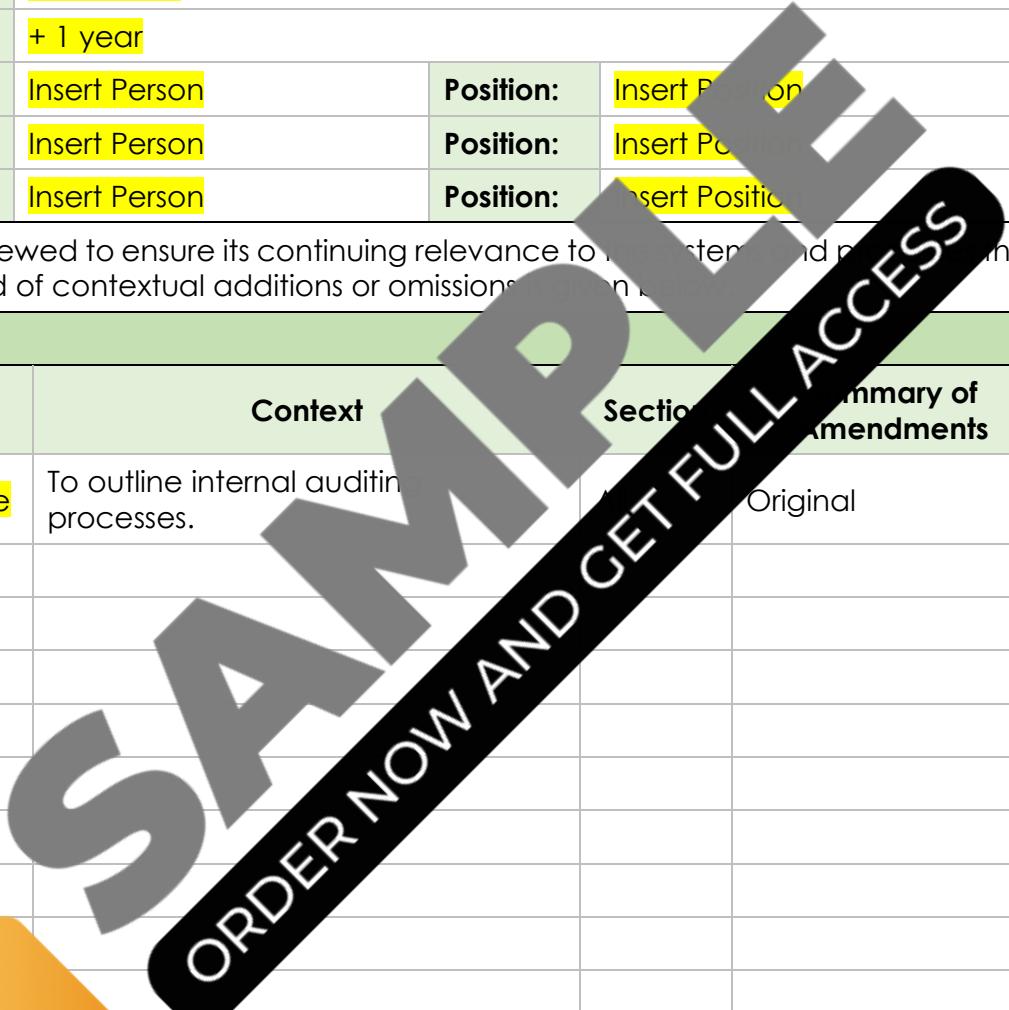
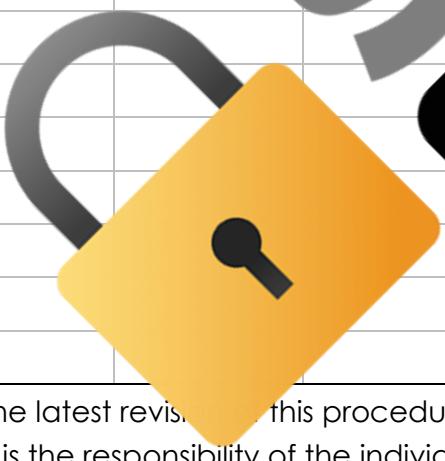
HSEQ PROCEDURE

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

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1. APPROVAL

Document Control							
Document:	HSEQ-MP-9 – Internal Auditing						
Version:	1.0						
Released:	Insert Date						
Review Date:	+ 1 year						
Prepared By:	Insert Person	Position:	Insert Position				
Reviewed By:	Insert Person	Position:	Insert Position				
Approved By:	Insert Person	Position:	Insert Position				
This procedure is reviewed to ensure its continuing relevance to the system and processes that it describes. A record of contextual additions or omissions can be found in the amendment record.							
Amendment Record							
Version	Date	Context	Section	Summary of Amendments			
1.0	Insert Date	To outline internal auditing processes.	Original				
  The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.							
Document Title:	Internal Auditing			Rev:	1.0		
Uncontrolled Copy:	<input checked="" type="checkbox"/>		Controlled Copy:	<input checked="" type="checkbox"/>	Date: Insert Date		

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 activities of **Insert Your Company** HSEQ management system. By applying the principles of audit contained 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 reliable and traceable evidence.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	An systematic, independent and documented process for examining evidence of conformity to a set of standards and evaluating results to determine the extent of compliance.
Audit Evidence	Documentation, statements, records and may also include photographs.
Correction	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: