



# AS/NZS ISO 45001

# AUDIT REPORT



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## 1.0. Audit Guidance

This AS/NZS ISO 45001 audit report template encompasses the requirements of AS/NZS ISO 45001- Occupational Health and Safety Management Systems, section 4.0 to section 10.0.

To assist with the auditing process each of the required AS/NZS ISO 45001 criteria is phrased as a question. It is recommended the auditor have a copy of the ISO 45001 - Occupational Health and Safety Management Systems Standard to assist with the audit process.

To ensure a sufficient response to the audit criteria, it is recommended that the audit criteria be copied and pasted into the "Question Response" section and then formulated into a detailed audit criteria response for the evidence.

## 2.0. Audit Scope and Method

The audit's intention is to provide assurance to senior management that the organization's objectives are adequately managed and controlled. The audit findings shall include corrective actions to the processes to be communicated to the relevant personnel.

The audit rating system is graded from 'conformant' to 'non-conformant' to convey a clear method for scoring each audit criteria. There is a process for identification of opportunities for improvement which shall contribute well to the continual improvement process of AS/NZS ISO 45001 Occupational Health and Safety Management Systems, section 4.0 to section 10.0.

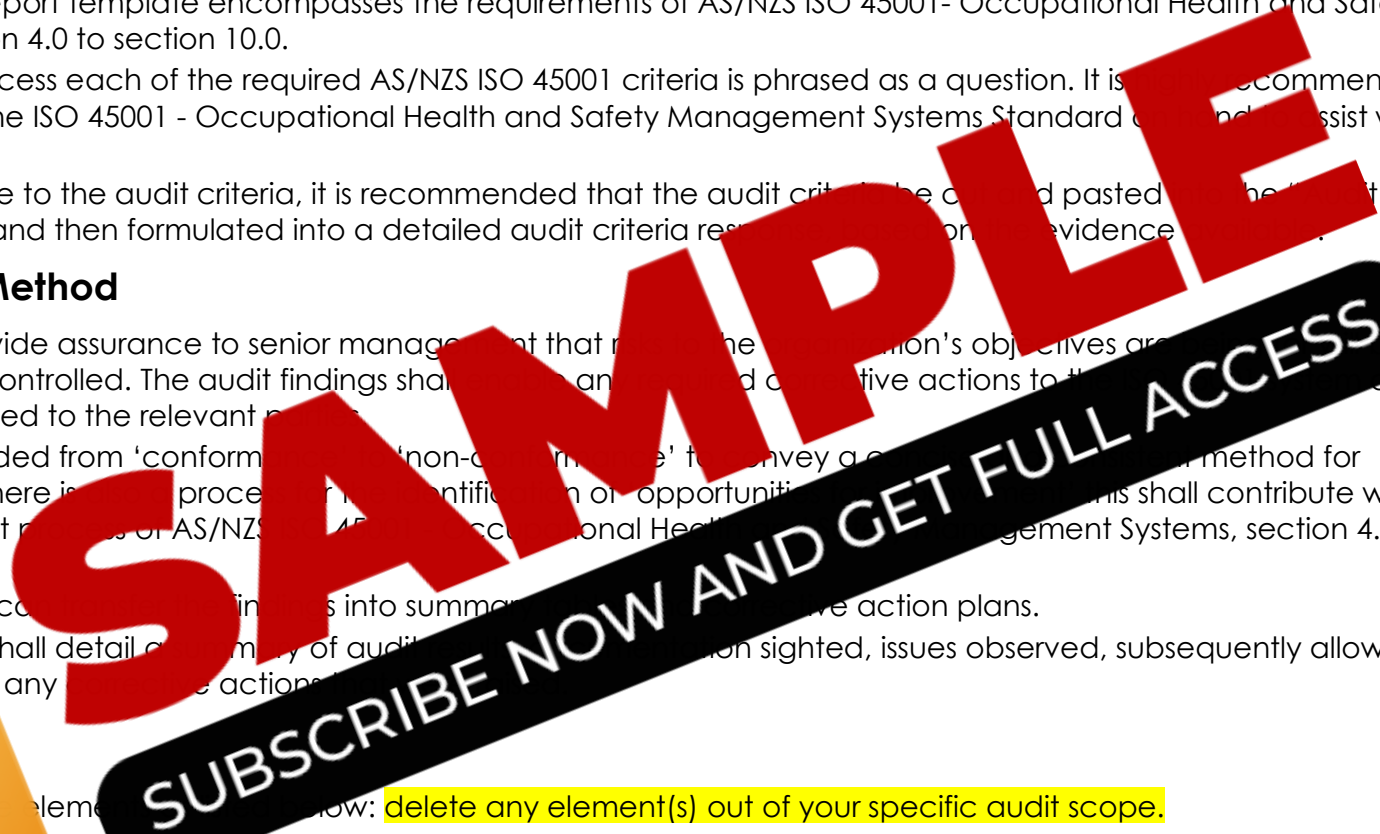
At the end of the audit, you can summarize findings into summary reports and corrective action plans.

The completed audit report shall detail a summary of audit findings, non-conformances, issues observed, subsequently allowing the monitoring and reporting of any corrective actions.

### Audit Criteria

The audit criteria are as follows: delete any element(s) out of your specific audit scope.

- AS/NZS ISO 45001 Section 4.1. Organization
- AS/NZS ISO 45001 Section 4.2. Leadership and Worker Participation
- AS/NZS ISO 45001 Section 5.1. Training
- AS/NZS ISO 45001 Section 7. Support
- AS/NZS ISO 45001 Section 8. Operation
- AS/NZS ISO 45001 Section 9. Performance Evaluation
- AS/NZS ISO 45001 Section 10. Improvement



### 3.0. Audit Ratings

Finding	Definition/Impact	Action/Mitigation
<b>Conformance:</b>	Indicates that the criterion has been met.	Nil action required. Continue to monitor trends and indicators.
<b>Non-Conformance:</b>	Indicates that the criterion has not been met.	Investigate root cause(s) and implement corrective actions by the next reporting period or scheduled audit.
<b>Not able to be verified:</b>	Indicates that procedures are in place but, there have been no cases to test those procedures. It is expected that this classification will only be used in limited circumstances and where applied, the reason for the finding will be explained by the auditor.	
<b>Not applicable:</b>	Indicates that the criterion does not apply.	
<b>Opportunity for improvement:</b>	Conformance has been met however, there is a low risk issue that offers an opportunity to improve the current practice. Unresolved issues may degrade performance and become non-compliance.	Review and implement actions to improve the process(s). Monitor key indicators to determine if improvement is achieved.
<b>Other:</b>	Findings that do not relate to a random observation or	

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## List of Persons Interviewed

Name	Position

## Summary of Findings

Outcome	Number	Criteria
Conformances		
Non-conformances		
Not able to be		
Not applicable		
Opportunities		
Other		

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## Non-Conformances

Several non-conformances were identified during the audit. They are:

Criterion	Non-conformance

## Not Able to be Verified

Several criteria were unable to be verified during the audit. They are:

Criterion	Not Able to be Verified



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## Not Applicable

Several criteria were Not applicable during the audit. They are:

Criterion	Not applicable

## Opportunities for Improvement

A few observations were identified during the audit. They are:

Criterion	Observation



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## Corrective Actions Required

Several corrective actions have been raised as a result of the audit. They are:

Criterion	Corrective Actions

## Other

There were a number of random observations.

Criterion	Observations





## 4.0. Context of the Organization

### 4.1. Understanding the organization and its context

4.1. Has the organization determined external and internal issues that are relevant to its purpose and strategic direction and that affect the ability to achieve the intended outcomes of the OH&S management system?

4.1. How does the organization monitor and review information about these external and internal issues?

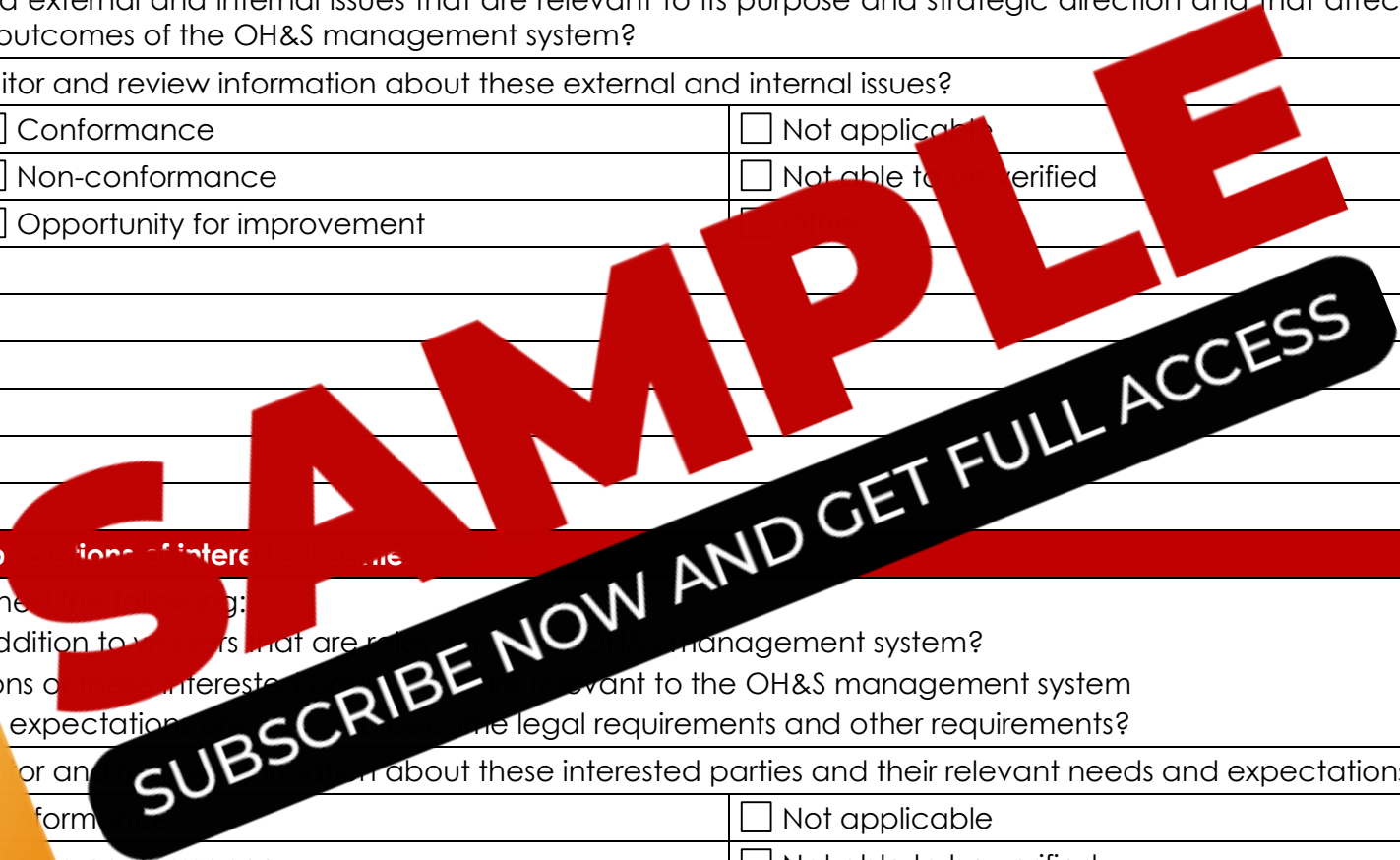
Findings:	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	
Document Evidence:		
Audit Question Response:		
Opportunity for improvement:		
Corrective Action Required:		

### 4.2. Understanding the needs and expectations of interested parties

4.2. How does the organization determine the needs and expectations of interested parties in addition to those that are relevant to the OH&S management system?  
a) the needs and expectations of interested parties relevant to the OH&S management system  
b) the needs and expectations of interested parties relevant to the OH&S management system  
c) which of these are legal requirements and other requirements?

4.2 How does the organization monitor and review information about these interested parties and their relevant needs and expectations?

Finding:	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
Document Evidence:		
Audit Question Response:		

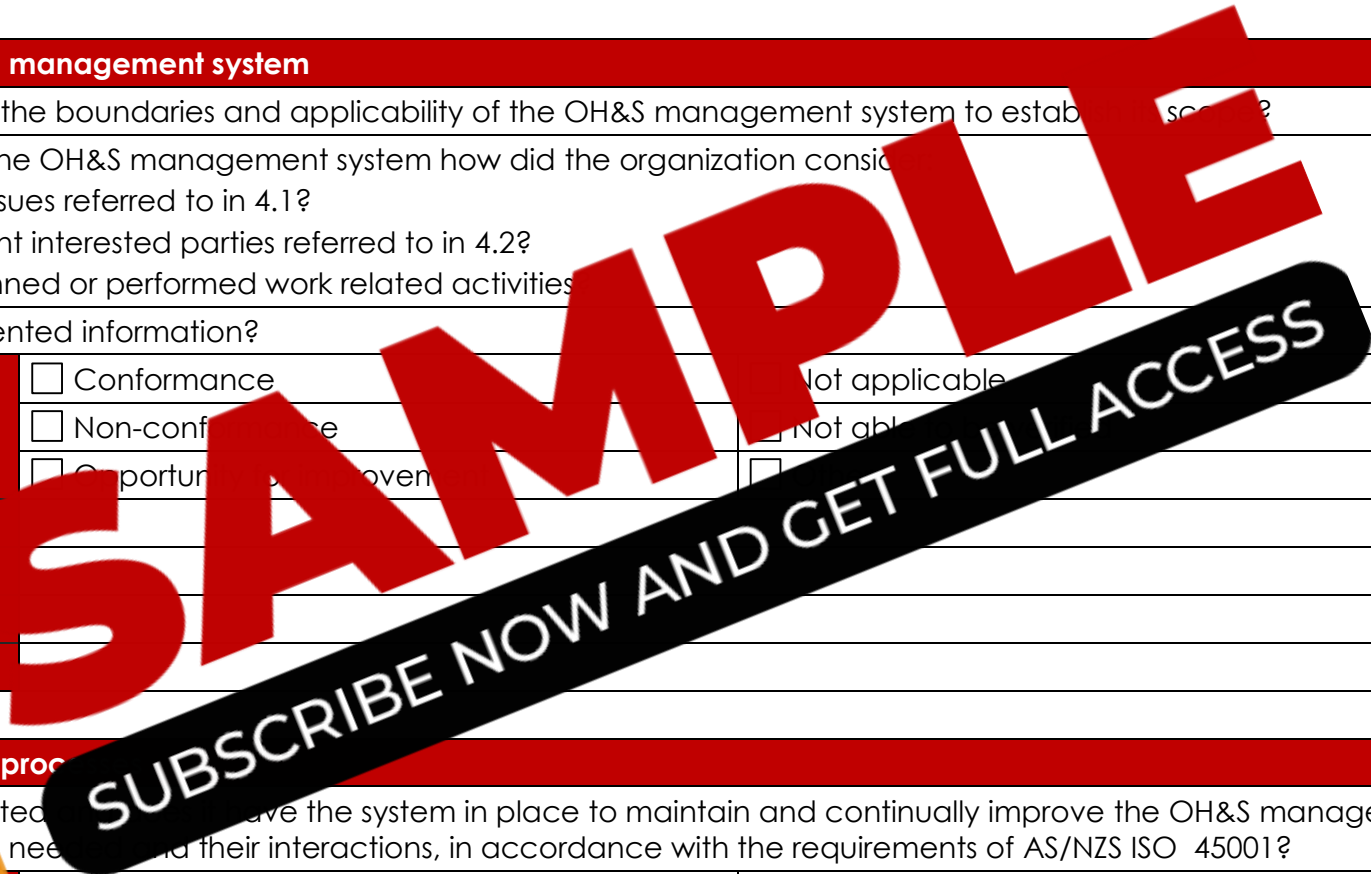


<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

**4.3. Determining the scope of the OH&S management system**

<b>4.3.</b>	Has the organization determined the boundaries and applicability of the OH&S management system to establish its scope?
<b>4.3.</b>	When determining the scope of the OH&S management system how did the organization consider: <ul style="list-style-type: none"> <li>a) the external and internal issues referred to in 4.1?</li> <li>b) the requirements of relevant interested parties referred to in 4.2?</li> <li>c) take into account the planned or performed work related activities?</li> </ul>
<b>4.3.</b>	Is the scope available as documented information?

<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Not applicable <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		



**4.4. OH&S management system and its processes**

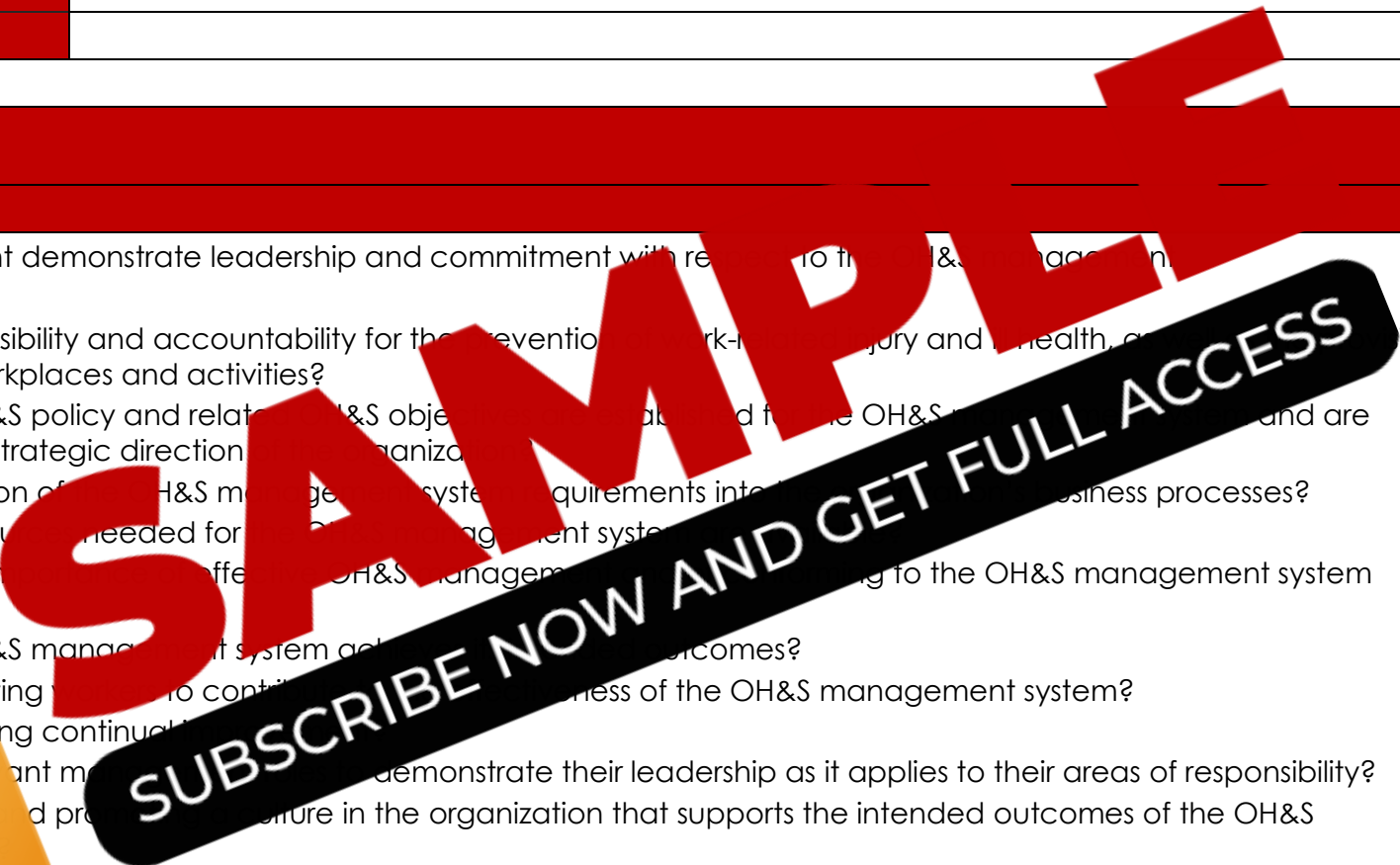
<b>4.4.</b>	Interested parties have the system in place to maintain and continually improve the OH&S management system and their interactions, in accordance with the requirements of AS/NZS ISO 45001?	
<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Not applicable <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Other
<b>Document Evidence:</b>		

<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

## 5.0. Leadership

### 5.1. Leadership and commitment

<b>5.1.</b>	<p>How does top management demonstrate leadership and commitment with respect to the OH&amp;S management system:</p> <ul style="list-style-type: none"> <li>a) taking overall responsibility and accountability for the prevention of work-related injury and health, and the provision of safe and healthy workplaces and activities?</li> <li>b) ensuring that the OH&amp;S policy and related OH&amp;S objectives are established for the OH&amp;S management system and are compatible with the strategic direction of the organization?</li> <li>c) ensuring the integration of OH&amp;S management system requirements into the organization's business processes?</li> <li>d) ensuring that the resources needed for the OH&amp;S management system are available?</li> <li>e) communicating the importance of OH&amp;S management system requirements to the OH&amp;S management system requirements?</li> <li>f) ensuring that the OH&amp;S management system achieves its intended outcomes?</li> <li>g) directing and supporting the organization to contribute to the success of the OH&amp;S management system?</li> <li>h) ensuring the continual improvement of the OH&amp;S management system?</li> <li>i) demonstrating their leadership as it applies to their areas of responsibility?</li> <li>j) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>k) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>l) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>m) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>n) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>o) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>p) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>q) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>r) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>s) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>t) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>u) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>v) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>w) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>x) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>y) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> <li>z) ensuring the provision of a positive OH&amp;S culture in the organization that supports the intended outcomes of the OH&amp;S management system?</li> </ul>
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<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified

	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**5.2. OH&S Policy**

<b>5.2.</b>	<p>Have top management established, implemented and maintained an OH&amp;S policy that:</p> <ul style="list-style-type: none"> <li>a) includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and illness, and is appropriate to the purpose, size and context of the organization and to specific national and local requirements and opportunities?</li> <li>b) provides a framework for setting OH&amp;S objectives?</li> <li>c) includes a commitment to legal requirements and other requirements?</li> <li>d) includes a commitment to eliminate hazards and OH&amp;S risks?</li> </ul> <p>Does the OH&amp;S policy:</p> <ul style="list-style-type: none"> <li>e) include a commitment to the implementation of the OH&amp;S management system?</li> <li>f) include a commitment to consult with a participating organization, where they exist workers representative?</li> </ul>
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<b>5.2.</b>	<p>Is the OH&amp;S policy:</p> <ul style="list-style-type: none"> <li>- available to all employees?</li> <li>- communicated to all interested parties?</li> <li>- understood by all interested parties?</li> </ul>
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<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		



<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

**5.3. Organizational roles, responsibilities and authorities**

<b>5.3.</b>	Does top management ensure that the responsibilities and authorities for relevant roles within the OH&S management system are assigned, available as documented information, communicated and understood at all levels within the organization?
<b>5.3.</b>	Do workers assume responsibility for those aspects of the OH&S management system that are under their control?
<b>5.3.</b>	Has top management assigned the responsibility and authority for: <ul style="list-style-type: none"> <li>a) ensuring that the OH&amp;S management system conforms to the requirements of ISO 45001?</li> <li>b) reporting on the performance of the OH&amp;S management system to management?</li> </ul>

<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement
<b>Document Evidence:</b>	<input type="checkbox"/> Applicable <input type="checkbox"/> Not applicable
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	



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**5.4. Consultation and participation**

<b>5.4.</b>	Has the organization implemented and maintained a process (es) for consultation and participation of workers at all applicable levels and where they exist, worker's representatives, in the development, performance evaluation and action of the OH&S system?
<b>5.4.</b>	Does the organization determine and maintain the mechanisms, time, training and resources necessary for consultation and participation? <ul style="list-style-type: none"> <li>a) provide timely access to clear, understandable and relevant information about the OH&amp;S management system?</li> <li>b) determine and remove obstacles or barriers to participation and minimize those that cannot be removed?</li> </ul>

- d) emphasize the consultation of non-managerial workers on the following:
1. determining the needs and expectations of interested parties?
  2. establishing the OH&S policy?
  3. assigning organizational roles, responsibilities and authorities, as applicable?
  4. determining how to fulfil legal and other requirements?
  5. establish and plan to achieve OH&S objectives?
  6. determining applicable controls for outsourcing, procurement and contractors?
  7. determining what needs to be monitored, measured and evaluated?
  8. planning, establishing, implementing and maintaining an audit program?
  9. ensuring continual improvement?
- e) emphasize participation of non-managerial workers in the following:
1. determining the mechanisms for their consultation and participation?
  2. identifying hazards and assessing risk and opportunities?
  3. determining action to eliminate hazards and OH&S risks?
  4. determining competence and training needs, including training?
  5. determining what needs to be communicated and how?
  6. determining control measures and their effectiveness, selection and use?
  7. investigating and nonconformities and corrective action?

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Finding	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Other
Document	
Audit Question	
Opportunity for improvement:	
Corrective Action Required:	

## 6.0. Planning

### 6.1. Actions to address risks and opportunities

#### 6.1.1. General

6.1.1.	When planning for the OH&S management system, has the organization considered the issues referred to in 4.2 and 4.3 and determined the risks and opportunities that need to be addressed? a) give assurance that the OH&S management system can achieve its intended outcomes? b) prevent, or reduce, undesired effects? c) achieve continual improvement?
6.1.1.	When determining the risks and opportunities for the OH&S management system, has the organization taken into account: — hazards? — OH&S risks and other risks? — OH&S opportunities and other opportunities? — legal and other requirements?
6.1.1.	Has the organization in its planning determined and addressed the risks and opportunities relevant to the intended outcomes of the OH&S system associated with planned changes before the change is implemented?
6.1.1.	Has the organization maintained and updated its OH&S management system to address its risks and opportunities to the extent necessary to have the intended outcomes? — risk and opportunities? — are the risks and opportunities planned?

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Finding:	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
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	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
Document ID:		
Audit Question Response:		
Opportunity for improvement:		

**Corrective Action Required:**

**6.1.2. Hazards identification and assessment of risks and opportunities**

**6.1.2.1. Hazard identification**

6.1.2.1	<p>Has the organization established, implemented and maintained a process(s) for hazard identification that is ongoing and proactive? Do the processes take into account, but not be limited to:</p> <ul style="list-style-type: none"><li>a) how work is organized, social factors (including workload, work hours, victimization, harassment and bullying, leadership and the culture of the organization?</li><li>b) routine and non-routine activities and situations, including hazards arising from:<ul style="list-style-type: none"><li>1. infrastructure, equipment, materials, substances and the physical conditions of the workplace?</li><li>2. product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal?</li><li>3. human factors?</li><li>4. how work is performed?</li></ul></li><li>c) past relevant incidents, internal or external to the organization, including emergencies?</li><li>d) potential emergency situations?</li><li>e) people, including contractors, of:<ul style="list-style-type: none"><li>1. those with access to the workplace and premises, including employees, contractors, subcontractors, visitors and other persons?</li><li>2. those in the vicinity of the workplace that can be affected by the activities of the organization?</li><li>3. workers at a location not under the direct control of the organization?</li></ul></li><li>f) other issues including consideration of:<ul style="list-style-type: none"><li>1. the design of areas, processes, machinery/equipment, operating procedures and work organization, taking into account the capabilities of the workers involved?</li><li>2. the workplace caused by work-related activities under the control of the organization?</li><li>3. hazards caused by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to workers?</li><li>4. changes in organization, operations, processes, activities and the OH&amp;S management system? (see 8.1.3)</li><li>5. the range of, and information about, hazards?</li></ul></li></ul>
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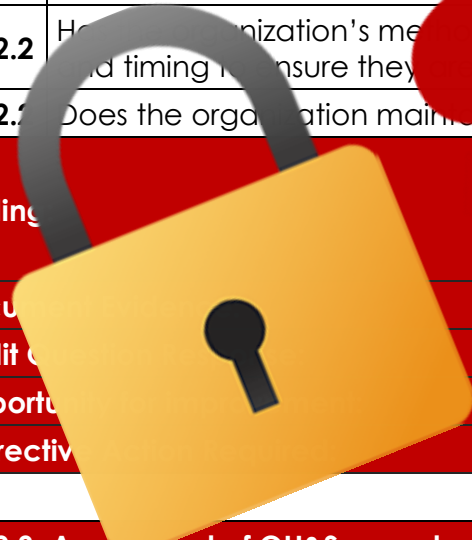
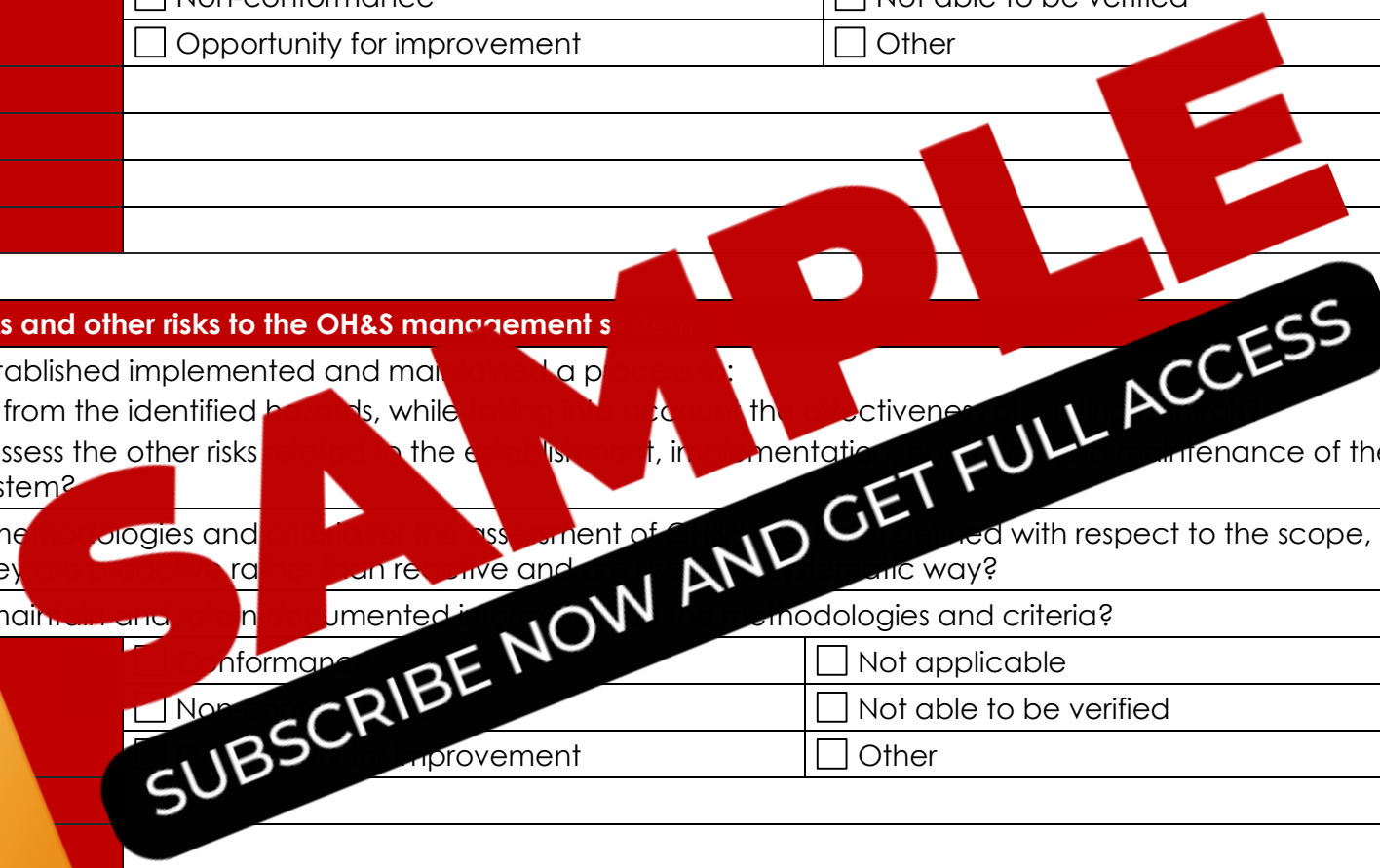
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**6.1.2.2. Assessment of OH&S risks and other risks to the OH&S management system**

<b>6.1.2.2</b>	Has the organization established implemented and maintained a process to: <ul style="list-style-type: none"> <li>a) assess OH&amp;S risks from the identified hazards, while taking into account the effectiveness of existing controls?</li> <li>b) determine and assess the other risks to the OH&amp;S management system, including the effectiveness of the OH&amp;S management system?</li> </ul>
<b>6.1.2.2</b>	Has the organization's methodologies and criteria for assessment of OH&S risks and other risks to the OH&S management system been documented with respect to the scope, nature and timing to ensure they are relevant and effective in a dynamic way?
<b>6.1.2.2</b>	Does the organization maintain and update documented information on methodologies and criteria?

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**6.1.2.3. Assessment of OH&S opportunities and other opportunities for the OH&S management system**



**management system**

6.1.2.3 Has the organization established, implemented and maintained processes to assess:  
a) OH&S opportunities to enhance OH&S performance, while taking into account planned changes to the organization, its policies, its processes and its activities and:  
1. opportunities to adapt work, work organization and work environment to workers?  
2. opportunities to eliminate hazards and reduce OH&S risks?  
b) other opportunities for improving the OH&S system?

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/>
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		



**6.1.3. Determination of legal requirements and other requirements**

6.1.3. Has the organization established, implemented and maintained processes to:  
a) determine and have access to date legal and other requirements that are applicable to the hazards, OH&S risks and management system?  
b) determine if these legal requirements and other requirements apply to the organization and what needs to be done to ensure that these requirements are taken into account when establishing implementing, maintaining and continually improving its management system?

6.1.3. Determine and retain information on its legal and other requirements?  
6.1.3. How does the organization ensure its legal requirements are up to date and reflect any changes?

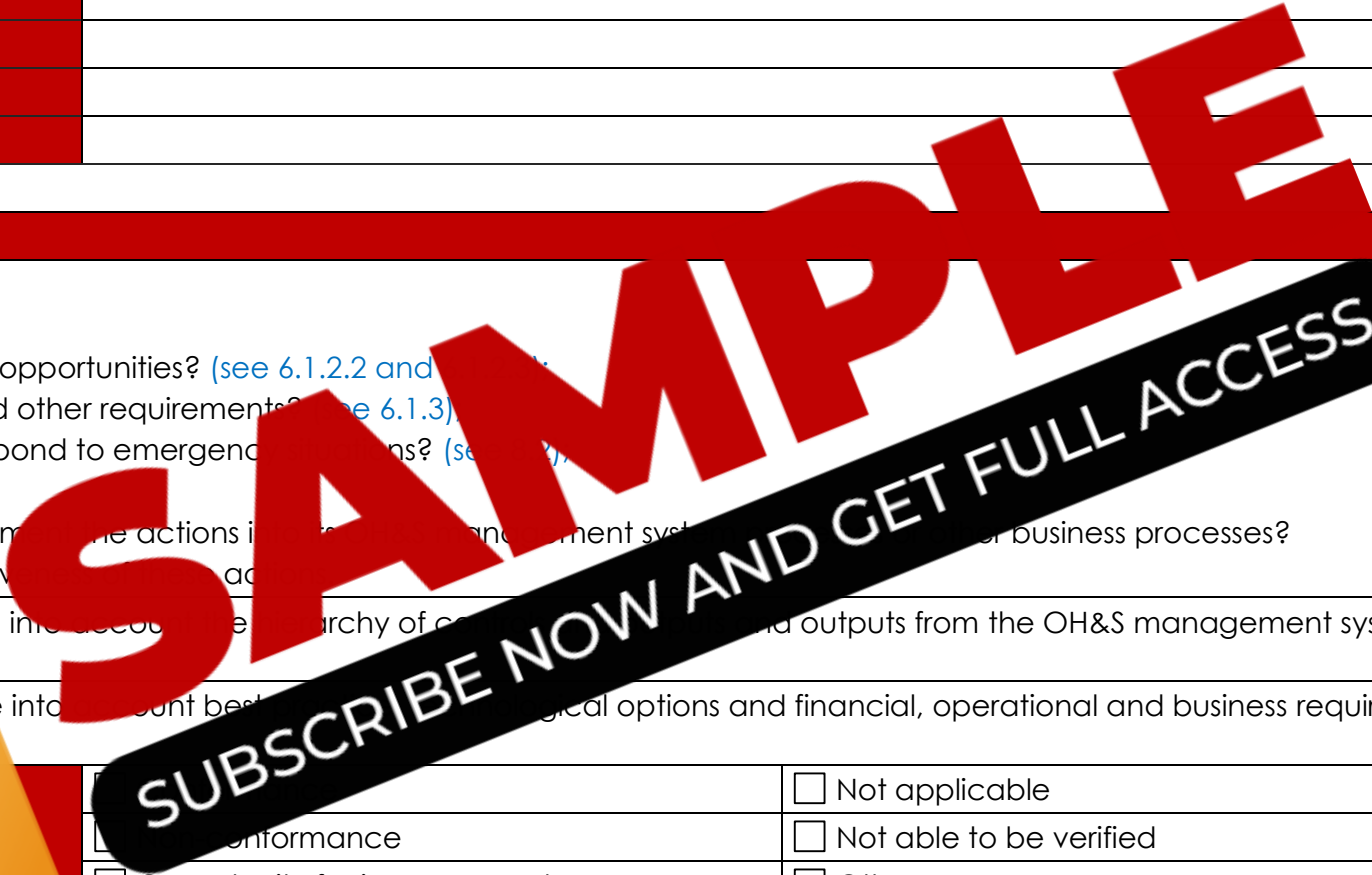
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified



	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**6.1.4. Planning action**

<b>6.1.4.</b>	Does the organization: a) plan actions to: 1. to address risks and opportunities? (see 6.1.2.2 and 6.1.3) 2. to address legal and other requirements? (see 6.1.3) 3. prepare for and respond to emergencies? (see 6.1.3) b) How to: 1. identify and implement the actions in the OH&S management system for business processes? 2. evaluate the effectiveness of the actions?
<b>6.1.4.</b>	Does the organization taken into account the hierarchy of controls and outputs from the OH&S management system when planning to take actions?
<b>6.1.4.</b>	Does the organization take into account best practice, legal options and financial, operational and business requirements when planning to take actions?



<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Other	
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**6.2. OH&S objectives and planning to achieve them**

**6.2.1. OH&S objectives**

**6.2.1.** Has the organization established OH&S objectives at relevant functions, levels that are needed to maintain and continually improve the OH&S management system?

**6.2.1.** Are the OH&S objectives:

- a) consistent with the OH&S policy?
- b) measurable or capable of performance evaluation?
- c) take into account:
  - 1. applicable requirements?
  - 2. the results of the assessment of risks and opportunities?
  - 3. the results of consultation with workers and worker's rep?
- d) monitored?
- e) communicated?
- f) updated as appropriate?

**Finding:**

- Not applicable
- Not performance
- Not able to be verified
- Not opportunity
- Other

**Document Reference:**

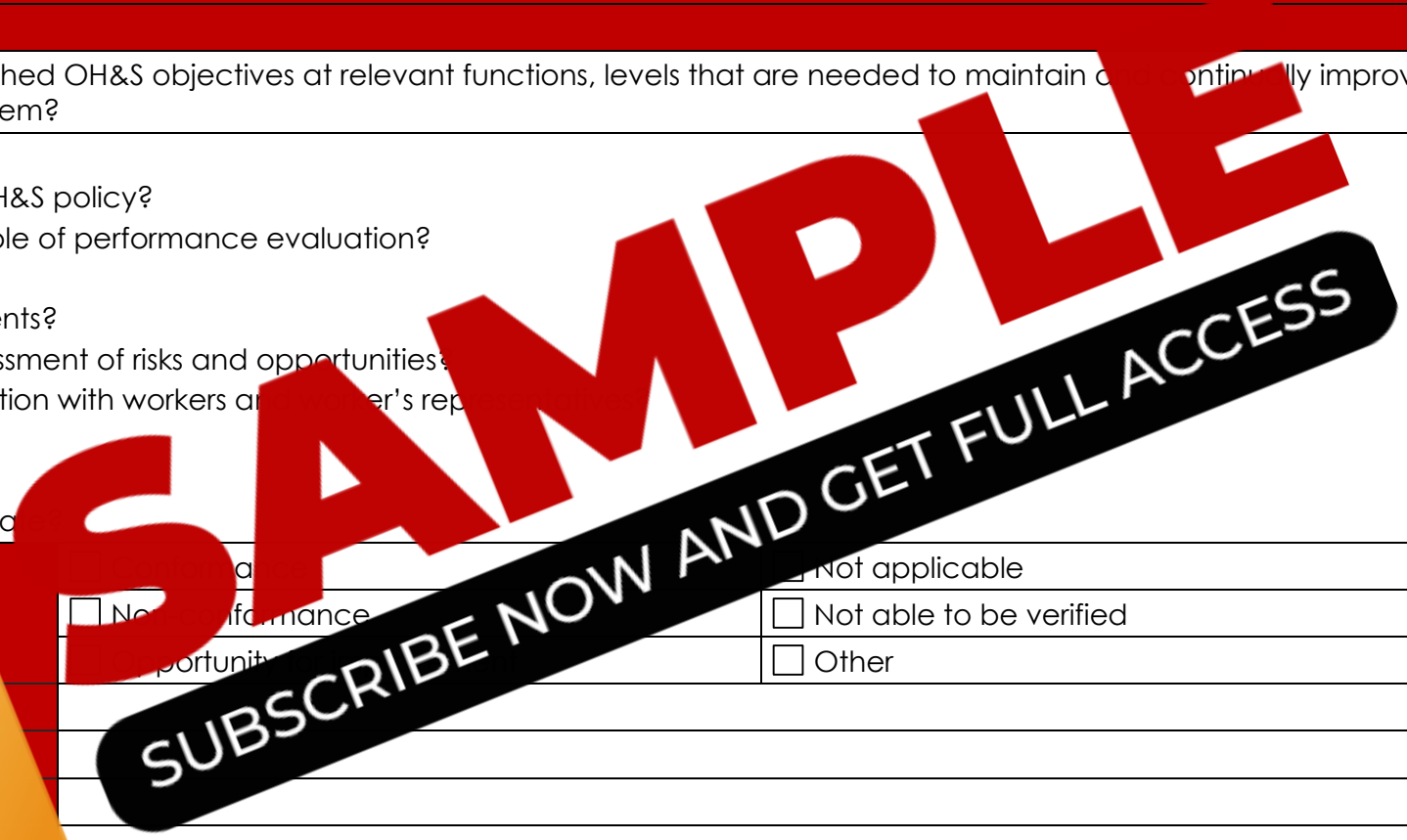
**Audit Question:**

**Opportunity:**

**Corrective Action:**

**6.2.2. Planning to achieve OH&S objectives**

**6.2.2.** When planning how to achieve OH&S objectives, has the organization determined:  
a) what will be done?



	b) what resources will be required? c) who will be responsible? d) it will be completed? e) how the results will be evaluated including indicators for monitoring? f) the actions to achieve OH&S objectives will be integrated into the organization's business processes?
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**6.2.2.** Does the organization maintain and retain documented information on the OH&S plans to achieve the objectives?

<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement <input type="checkbox"/> Other
<b>Document Evidence:</b>	
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

## 7.0. Support

### 7.1 Resources

**7.1.** Has the organization determined the resources needed for the establishment, implementation, maintenance and improvement of the OH&S management system?

<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Not applicable <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		



## 7.2. Competence

- 7.2. Has the organization:
- a) determined the necessary competence of workers that affects the performance and effectiveness of the OH&S management system?
  - b) ensured that these workers are competent (including the ability to identify hazards) on the basis of appropriate education, training, or experience?
  - c) where applicable, taken actions to acquire and maintain the necessary competence and evaluate the effectiveness of the actions taken?
  - d) retained appropriate documented information as evidence of competence?

Finding:

Conformance

Non-conformance

Opportunity for improvement

Document Evidence:

Audit Question Response:

Opportunity for Improvement:

Corrective Action Required:

## 7.3. Awareness

- 7.3. How do you ensure that workers are aware of the OH&S system including the benefits of improved OH&S performance?
- a) How do you ensure that workers are aware of the OH&S system including the benefits of improved OH&S performance?
  - b) How do you ensure that workers are aware of the OH&S system including the benefits of improved OH&S performance?
  - c) How do you ensure that workers are aware of the OH&S system including the benefits of improved OH&S performance?
  - d) How do you ensure that workers are aware of the OH&S system including the benefits of improved OH&S performance?

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**7.4. Communication**  
**7.4.1. General**

7.4.1.	How has the organization determined the internal and external communications relevant to the OH&S management system, including: a) on what it will communicate? b) when to communicate? c) with whom to communicate? 1. internally among the various levels and functions of the organization? 2. among contractors and the workplace? 3. among other interested parties? d) How to communicate?
7.4.1.	How does the organization take into account (gender, language, culture, literacy, disability) aspects when considering communication?
7.4.1.	What procedures are in place for the organization in establishing communication processes?
7.4.1.	What communication processes has: a) been taken into account? b) been consistent with other information generated from the system and reliable?
7.4.1.	What relevant communications answered with regard to the OH&S management system?
7.4.1.	In what form is documented information retained as evidence of communications?

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<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**7.4.2. Internal communication**

<b>7.4.2.</b>	How has the organization ensured that: a) internally communicated information relevant to OH&S management system and functions of the organization. Does it include change management system? b) workers are able to communicate with management system?
---------------	--

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**7.4.3. External communication**

<b>7.4.3.</b>	How has the organization got an external communication process?
<b>7.4.3.</b>	How does the external communication of OH&S information take into account legal and other requirements?

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
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	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**7.5. Documented information**

**7.5.1. General**

<b>7.5.1.</b>	Does the organization's OH&S management system include: a) documented information required by AS/NZS ISO 45001? b) documented information determined by the organization as necessary for the effective operation of the OH&S management system?
---------------	--

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not able to be verified
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	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
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	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
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<b>Document Evidence:</b>		
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<b>Audit Question Response:</b>		
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<b>Opportunity for improvement:</b>		
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<b>Corrective Action Required:</b>		
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**7.5.2. Control of documented information**

<b>7.5.2.</b>	When creating and controlling documented information, how does the organization ensure appropriate: a) identification and description (e.g. a title, date, author, or reference number)? b) control of versions (e.g. language, software version, graphics) and media (e.g. paper, electronic)?
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	b) review and approval for suitability and adequacy?
<b>Finding:</b>	<input type="checkbox"/> Conformance <span style="float: right;"><input type="checkbox"/> Not applicable</span>
	<input type="checkbox"/> Non-conformance <span style="float: right;"><input type="checkbox"/> Not able to be verified</span>
	<input type="checkbox"/> Opportunity for improvement <span style="float: right;"><input type="checkbox"/> Other</span>
<b>Document Evidence:</b>	
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

**7.5.3. Control of documented information**

<b>7.5.3.</b>	How does the organization ensure documented information is controlled to ensure: a) it is available and suitable for use, when and where it is needed? b) it is adequately protected (e.g. from loss, unauthorized access, improper use)?
<b>7.5.3.</b>	For the control of documented information, how does the organization ensure the following activities, as applicable: — distribution, access, retrieval? — storage and preservation, including backup and preservation? — control of changes (e.g. controlled documents)? — retention and disposition?
<b>7.5.3.</b>	How does the organization ensure information of external origin is identified and controlled?

<b>Finding:</b>	<input type="checkbox"/> Conformance <span style="float: right;"><input type="checkbox"/> Not applicable</span>
	<input type="checkbox"/> Non-conformance <span style="float: right;"><input type="checkbox"/> Not able to be verified</span>
	<input type="checkbox"/> Opportunity for improvement <span style="float: right;"><input type="checkbox"/> Other</span>
<b>Document Evidence:</b>	
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	

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Corrective Action Required:

## 8.0. Operation

### 8.1. Operational planning and control

#### 8.1.1. General

8.1.1.	Does the organization plan, implement and control the processes needed to meet the requirements of the OH&S management system and to implement the actions determined in Clause 6 by: a) establishing criteria for the processes? b) implementing control of the processes in accordance with the criteria? c) maintaining and keeping documented information to the extent necessary to have confidence that processes are being carried out as planned? d) adapting to workers?
8.1.1.	How does the organization coordinate the activities of its parts and its management system with other organizations in multi-employer situations?
Finding	<input type="checkbox"/> Conforms <input type="checkbox"/> Partially conforms <input type="checkbox"/> Non-conformance <input type="checkbox"/> Not applicable <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Other
Document Evidence:	
Audit Question Ref:	
Opportunities for improvement:	
Corrective Action:	

#### 8.1.2. Eliminating OH&S risks

8.1.2.	How are established, implemented and maintained processes for the elimination of hazards and reduction of OH&S risks using the following hierarchy of controls: a) eliminate the hazard?
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	b) substitute with less hazardous processes, operations, materials or equipment? c) use engineering controls and reorganization of work? d) use administration controls, including training? e) use adequate personal protective equipment?		
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable	
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not to be verified	
	<input type="checkbox"/> Opportunity for improvement		
<b>Document Evidence:</b>			
<b>Audit Question Response:</b>			
<b>Opportunity for improvement:</b>			
<b>Corrective Action Required:</b>			

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<b>8.1.3. Management of change</b>			
	<p>organization established procedures for implementation of temporary and permanent changes that impact performance:</p> <p>a) new products, services and processes, or changes to products, services and processes, including:  — work locations or buildings?  — work organization?</p> <p>8.1.3. requirements and other requirements?  knowledge or information about hazards and OH&amp;S risks?  and technology?</p> <p>8.1.3. organization review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?</p>		
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable	
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified	

	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

**8.1.4. Procurement**

**8.1.4.1. General**

**8.1.4.1** Has the organization established, implemented and maintained procedures to ensure the procurement of services in order to ensure their conformity to its OH&S management system?

<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Not Applicable

<b>Document Evidence:</b>	
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

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**8.1.4.2**

8.1.4.2 How does the organization coordinate its procurement processes with its contractors, in order to identify hazards and assess and control

8.1.4.2 How does the organization coordinate its activities and operations that impact the organization.

8.1.4.2 How does the organization coordinate its activities and operations that impact the contractor's workers?

8.1.4.2 How does the organization coordinate its contractors' activities and operations that impact other interested parties in the workplace?

8.1.4.2 How does the organization ensure that the requirements of its OH&S management system are met by contractors and their workers?

<b>8.1.4.2</b>	Does the organizations procurement processes define and apply occupational health and safety criteria for the selection of contractors?		
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable	
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified	
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other	
<b>Document Evidence:</b>			
<b>Audit Question Response:</b>			
<b>Opportunity for improvement:</b>			
<b>Corrective Action Required:</b>			

**8.1.4.3. Outsourcing**

<b>8.1.4.3</b>	How does the organization ensure outsourced activities and processes are controlled?		
<b>8.1.4.3</b>	Does the organization ensure outsourced arrangements consistent with the intended outcomes of the management system and other requirements and with achieving the intended outcomes of the management system?		
<b>8.1.4.3</b>	How the type and degree of outsourcing to these functions have been defined within the OH&S management system?		
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable	
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified	
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other	
<b>Document Evidence:</b>			
<b>Audit Question Response:</b>			
<b>Opportunity for improvement:</b>			
<b>Corrective Action Required:</b>			

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**8.2. Emergency preparedness and response**

8.2. Has the organization established, implemented and maintained the processes needed to prepare for and respond to potential emergency situations identified in 6.1.2.1 and do they include:

- a) establishing a planned response to emergency situations including the provision of first aid?
- b) providing training for the planned response?
- c) periodically testing and exercising the planned response capability?
- d) evaluating performance and as necessary, revising the planned response, including after the occurrence of an emergency situation?
- e) communicating and providing relevant information to all workers on the site and their responsibilities?
- f) communicating relevant information to contractors, visitors, emergency services, relevant authorities and the appropriate local community?
- g) taking into account the needs and capabilities of all relevant parties and ensuring that the response is appropriate, in the development of the planned response?

8.2. Has the organization maintained documented information on the processes for the potential emergency situations?

Conform  
 Not conform  
 Not applicable

**Finding:**  Conformance  Not conform  Not able to be verified

Opportunity for improvement  Other

**Document Evidence:**

**Audit Question Reference:**

**Opportunity Reference:**

**Corrective Action Reference:**

## 9.0. Performance Evaluation

### 9.1 Monitoring, measurement, analysis and performance evaluation

#### 9.1.1 General

9.1.1.	<p>The organization shall establish, implement and maintain processes for monitoring, measurement analysis and performance evaluation. How does the organization determine:</p> <ul style="list-style-type: none"> <li>a) What needs to be monitored and measured: <ul style="list-style-type: none"> <li>1. the extent to which legal requirements and other requirements are met?</li> <li>2. its activities and operations related to identified hazards, risks, and opportunities?</li> <li>3. progress towards achieving OH&amp;S objective?</li> <li>4. effectiveness of operational and other controls?</li> </ul> </li> <li>b) ) the methods for monitoring, measurement, analysis and performance evaluation to determine the results?</li> <li>c) the criteria against which the organization will evaluate its OH&amp;S performance?</li> <li>d) when the monitoring and measuring shall be performed?</li> <li>e) when the results from monitoring and measurement shall be reviewed and evaluated and reported?</li> </ul>
9.1.1.	How does the organization evaluate the performance and compliance with the OH&S objectives?
9.1.1.	How does the organization ensure that monitoring and measuring equipment is calibrated as applicable, and used and maintained as appropriate?
9.1.1.	In what form does the organization's performance data are documented and the evidence of the monitoring, measurement, analysis and performance evaluation, including calibration of measuring equipment?
Finding:	<input type="checkbox"/> Performance <input type="checkbox"/> Not applicable <input type="checkbox"/> Non-compliance <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Improvement <input type="checkbox"/> Other
Document	
Audit Question	
Opportunity	
Corrective Action	

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<b>9.1.2. Evaluation of compliance</b>	
9.1.2.	How does the organization establish implement and maintain processes for evaluating compliance with legal and other requirements?



<b>9.1.2.</b>	Does the evaluation include:	
	a) determining the frequency and method(s) for the evaluation of compliance?	
	b) evaluate compliance and take action if needed? Yes/No	
	c) maintaining knowledge and understanding of its compliance status with legal requirements and other requirements?	
	d) retaining documented information of the compliance evaluation results?	
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/>
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

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<b>9.2. Internal audit</b>		
<b>9.2.1. General</b>		
<b>9.2.1.</b>	Does the organization conduct internal audits planned in accordance with the information on whether the OH&S management system:	
	conforms to:	
	the organization's requirements for the internal audit system, including policy and objectives?	
	2. Internal audit system, including policy and objectives?	
	and	
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		



<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

**9.2.2. Internal audit programme**

9.2.2. Does the organization:

- a) plan, establish, implement and maintain an audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of processes, activities, and the results of previous audits?
- b) define the audit criteria and scope for each audit?
- c) select auditors and conduct audits to ensure objectivity and the reliability of the audit process?
- d) ensure that the results of the audits are reported to relevant personnel, including workers and where they exist, worker's representatives, and other relevant interested parties? Are results reported to workers and where they exist, worker's representatives, and other relevant interested parties?
- e) action to address nonconformities and corrective actions improve OH&S audit programme? Are all results?
- f) documented information as evidence of the implementation of the audit programme and the audit results?

**Finding:**

No nonconformance  
 Not able to be verified  
 Other

**Document evidence:**

**Audit Questions:**

**Opportunity for improvement:**

**Corrective Action Required:**

**9.3. Management Review**

9.3. AS/NZS 4801 requires top management to review the organization's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness". What format does this review(s) take?



9.3.	<p>Is the organization's management review planned and carried out taking into consideration:</p> <ul style="list-style-type: none"> <li>a) The status of actions from previous management reviews?</li> <li>b) Changes in external and internal issues that are relevant to the OH&amp;S management system including: <ul style="list-style-type: none"> <li>1. needs and expectations of interested parties?</li> <li>2. legal requirements and other requirements?</li> <li>3. risks and opportunities?</li> </ul> </li> <li>c) the extent to which OH&amp;S policy and objectives have been met?</li> <li>d) information on the OH&amp;S performance, including: <ul style="list-style-type: none"> <li>1. incidents nonconformities and corrective actions and continual improvement?</li> <li>2. monitoring and measurement results?</li> <li>3. results of the evaluation of compliance with legal requirements and other requirements?</li> <li>4. audit results?</li> <li>5. consultation and participation of workers?</li> <li>6. risks and opportunities?</li> </ul> </li> <li>e) adequacy of resources for maintaining an effective OH&amp;S system?</li> <li>f) communication with interested parties?</li> <li>g) opportunities for continual improvement?</li> </ul>
9.3.	<p>Do the outputs of the management review include decisions related to:</p> <ul style="list-style-type: none"> <li>— the continual suitability, adequacy, and effectiveness of the OH&amp;S system?</li> <li>— communication opportunities to interested parties?</li> <li>— changes to the OH&amp;S system?</li> </ul> <p>How does the organization ensure the integration of the OH&amp;S system with other business processes and the strategic direction of the organization?</p>
9.3.	<p>How are the outputs from management review communicated to workers and where they exist worker's representatives?</p>
9.3.	<p>In what way does the organization retain documented information as evidence of the results of management reviews?</p>
<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Not applicable



	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>		
<b>Audit Question Response:</b>		
<b>Opportunity for improvement:</b>		
<b>Corrective Action Required:</b>		

## 10.0. Improvement

### 10.1. General

**10.1.** How does the organization determine and select opportunities for improvement and implement measures to achieve intended outcomes of the OH&S management system?

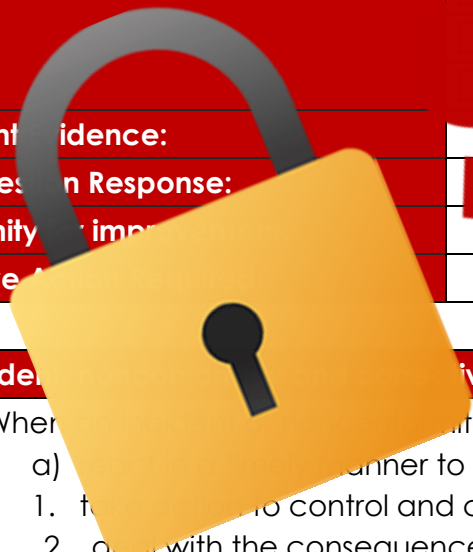
<b>Finding:</b>	<input type="checkbox"/> Conformance	<input type="checkbox"/> Not able to be verified
	<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Opportunity for improvement

<b>Document Evidence:</b>	
<b>Audit Question Response:</b>	
<b>Opportunity for improvement:</b>	
<b>Corrective Action Required:</b>	

### 10.2. Incident investigation and corrective action

**10.2.** When an incident or nonconformity occurs, how does the organization:

- a) determine the cause of the incident or nonconformity and, as applicable:
  1. take action to control and correct it?
  2. deal with the consequences?
- b) evaluate, with the participation of workers and the involvement of other relevant interested parties, the need for corrective action?



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	<p>action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:</p> <ol style="list-style-type: none"> <li>1. investigating the incident or reviewing the nonconformity?</li> <li>2. determining the causes of the incident or nonconformity?</li> <li>3. determining if similar incidents have occurred, if nonconformities exist, or if could potentially occur?</li> </ol> <p>c) review existing assessments of OH&amp;S risks and other risks, as appropriate?</p> <p>d) determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls and the management of change?</p> <p>e) assess OH&amp;S risks and that relate to new or changed hazards, before taking any action?</p> <p>f) review the effectiveness of any action taken, including corrective action?</p> <p>g) make changes to the OH&amp;S management system, if necessary?</p>
10.2.	Does the organization take corrective actions appropriate to the effects of the incidents or nonconformities encountered?
10.2.	In what form does the organization retain documented information as evidence of the effectiveness of the corrective actions? <ul style="list-style-type: none"> <li>— the nature of the incidents or nonconformities and any subsequent actions taken</li> <li>— the results of any actions taken to correct the nonconformities and the effectiveness of the corrective actions</li> </ul>
10.2.	How is this information communicated to workers, and, where applicable, to their representatives, and other interested parties?
<b>Finding:</b>	<input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance <input type="checkbox"/> Opportunity for improvement
<b>Document:</b>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Not able to be verified <input type="checkbox"/> Other
<b>Audit Question:</b>	
<b>Opportunity:</b>	
<b>Corrective Action:</b>	

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**10.3. Continual Improvement**

10.3. How does the organization continually improve the suitability, adequacy and effectiveness of the OH&S management system?

10.3.	How does the organization:		
	<ul style="list-style-type: none"> <li>a) enhance OH&amp;S performance?</li> <li>b) promote a culture that supports the OH&amp;S management system?</li> <li>c) promote the participation of workers in implementing actions for continual improvement of the OH&amp;S management system?</li> <li>d) communicating the results of continual improvement workers and if appropriate worker's representative?</li> <li>e) maintain and retain documented information as evidence of continual improvement?</li> </ul>		
<b>Finding:</b>		<input type="checkbox"/> Conformance	<input type="checkbox"/> Not applicable
		<input type="checkbox"/> Non-conformance	<input type="checkbox"/> Not classified
		<input type="checkbox"/> Opportunity for improvement	<input type="checkbox"/> Other
<b>Document Evidence:</b>			
<b>Audit Question Response:</b>			
<b>Opportunity for improvement:</b>			
<b>Corrective Action Required:</b>			

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The OH&S Management Team would like to thank the cooperation provided by the management and staff of the company and thank them for their contribution to the audit.

**Disclaimer:** This report applies to the information that was made evident to the auditor at the time of the audit, and with the committee's plan of action undertaken.

