

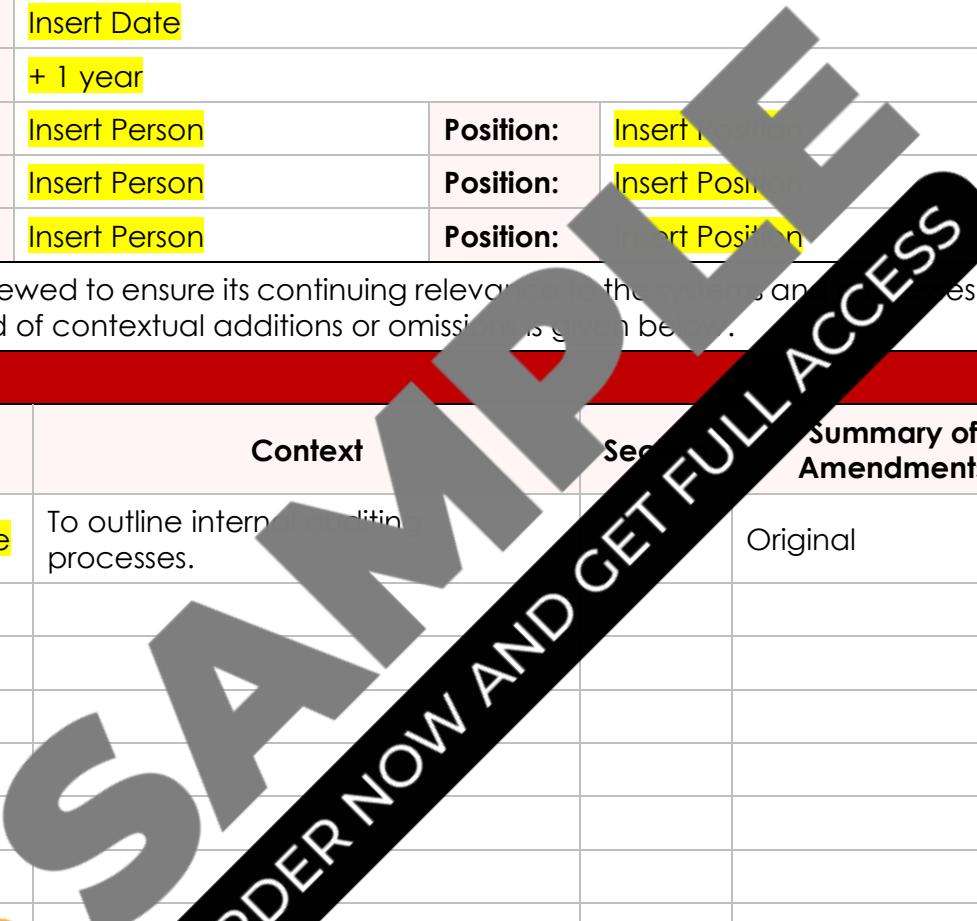
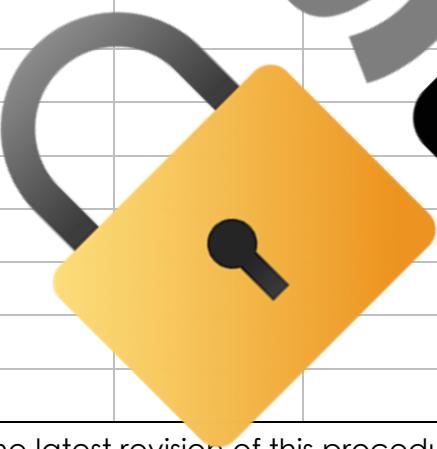
***SAFETY PROCEDURE***

**HEALTH AND SAFETY  
MANAGEMENT PROCEDURE  
FOR INTERNAL AUDITING**

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## 1. APPROVAL

Document Control					
Document:	HS-MP-9 – Internal Auditing				
Version:	1.0				
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Prepared By:	Insert Person	Position:	Insert Position	Section:	Insert Section
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Approved By:	Insert Person	Position:	Insert Position	Section:	Insert Section
This procedure is reviewed to ensure its continuing relevance to the processes and activities that it describes. A record of contextual additions or omissions is given below.					
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 <a href="#">Insert Your Company</a> 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 health and safety management system audits, process audits, and supplier and legislation audits, in order to assess the effectiveness of our health and safety management system and its compliance with 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 process of **Insert Your Company** health and safety management system. By carrying the program of auditing, 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 on objective, verifiable evidence.

## 4. TERMS AND DEFINITIONS

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

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Coordinating the internal audit program.