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		
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 systems and process 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
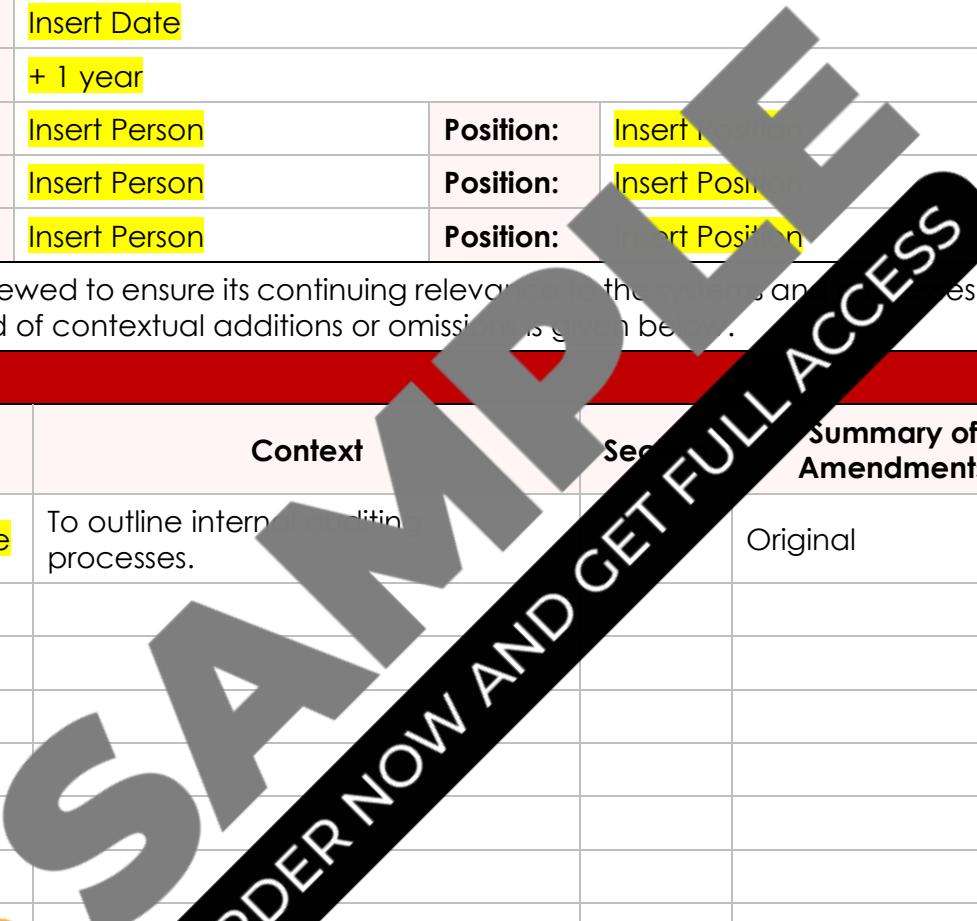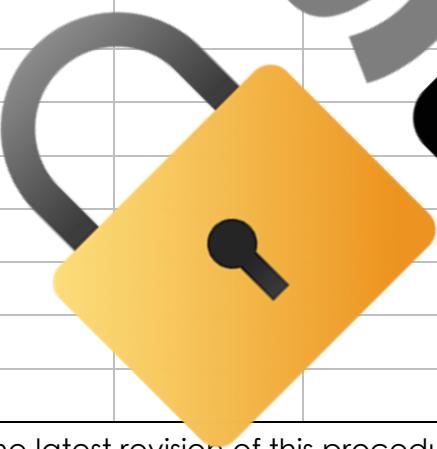
The latest revision of this procedure is on Insert Your Company intranet site.

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:	✔	**Controlled Copy:** ✔	**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 applying the principles 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, 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 assessing to gauge the extent of compliance.
Audit Evidence	Documents, statements, records and may also include verification.
Corrective	An action to eliminate and control the cause of an identified non-conformance to the health and safety 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:

- Coordinating the internal audit program.