

SAFETY PROCEDURE

HEALTH AND SAFETY 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 Activity Map	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	8
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the business and that it describes a process that is followed in the business. A record of contextual additions or omissions shall be maintained.

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'.

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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 out the auditing process, 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 and traceable evidence.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	A systematic, independent and documented process for obtaining evidence and evaluating its conformity to a set of standards and requirements to determine the extent of compliance.
Audit Evidence	Documented information, records and may also include physical evidence.
Corrective Action	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.