PROCEDURE

Management System Audits

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Document Review Record				
Document No. and Name		QMS-PRO-041 Management System Audit Procedure		
Rev No	**Description**	**Prepared by**	**Checked by**	**Date**
0	New	L Strappazon		
1	Update Numbering Structure	L Strappazon	M Delaney	09.06.2016
2	Update Responsibilities Section	A Forrest	L Strappazon	27.09.2016
3	Review	M Vorpagel	D McNeil	29.08.2019
4	Sections 3 & 4 replaced HSEQM with HR/HSEQ Administration Assistant	M Vorpagel	D McNeil	23.09.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 23.09.2019				

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1 PURPOSE

This purpose of this procedure is to document the requirement for conducting management system audits.

2 SCOPE

This scope of this procedure covers the process on how to conduct a management system audit.

3 RESPONSIBILITIES

The HR/HSEQ Administration Assistant is responsible for scheduling and conducting management system audits and assigning a risk ranking based on previous experience in the industry.

The Project Manager in consultation with the HR/HSEQ Administration Assistant is responsible for ensuring a project specific audit schedule is prepared and implemented in accordance with contract scope and client requirements.

4 AUDIT PROCESS

Each audit shall by input into the audit log by the HR/HSEQ Administration Assistant with a unique audit log number (ALN) assigned.

The HR/HSEQ Administration Assistant shall schedule management system audits. Audits shall be undertaken against the following risk based criteria;

1. High Risk – three (3) audits per year
    - Impact to The Company of >$50,000 or >1 weeks lost productivity
2. Medium Risk – two (2) audits per year
    - Impact to The Company of $20,000 - $50,000 or 0.5 - 1 weeks lost productivity
3. Low Risk – one (1) summary audit per year
    - Impact to The Company of <$20,000 or <0.5 weeks lost productivity
    -

However, this is subject to change dependant on business operations (i.e. – work-in-hand), changing risk profiles and the need to review a certain area of the management system if communicated to the HR/HSEQ Administration Assistant by the company's staff or senior management.

When undertaking an audit, the HR/HSEQ Administration Assistant shall ensure the audit process is conducted in an engaging and positive manner, with any action items regarded as an opportunity for improvement.

The HR/HSEQ Administration Assistant shall email the auditee at least five (5) days prior to the audit date and provide any necessary documentation.

During the audit process the HR/HSEQ Administration Assistant shall compile an audit checklist complete with action items. These action items will be discussed with the auditee to ensure an agreed action plan is implemented.

Action items and their status, opened and closed dates etc. shall be recorded in the Corrective/ Preventative Action register.

The HR/HSEQ Administration Assistant, in consultation with the auditee, may raise change requests and/or corrective actions dependant on the severity of the action item(s).

Following the completion of action items the HSEQM shall issue a summary audit report. This shall identify required outcomes i.e. non-conformance, risk, action required.

5 REFERENCED DOCUMENTATION

- QMS-MAN-001 Quality Management System Manual
- QMS-PRO-002 Management Review
- QMS-PRO-008 Customer Satisfaction
- QMS-PRO-006 Non-conforming Products or Services
- QMS-PRO-022 Continual Improvement
- QMS-PRO-026 Authority and Responsibilities Procedure
- QMS-REG-032 HSEQ Audit Schedule