



INTERNAL AUDIT CHECKLIST

Internal Audit Date:	13/01/2017
Auditee:	test
Auditor:	test

Description	Compliance		Remarks
	Yes	No	
QHS Manual			
Does the organisation have a QHS Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is the scope of the QHS management system clearly defined with details of any exclusion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Does the manual include documented procedures or reference to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
QHS Policy			
Is the QHS policy is appropriate to the nature and scale of the company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Does the policy include management commitment to continually improve the QHS management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is the QHS Policy communicated to all staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is the policy reviewed regularly for continuing suitability?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Control of Documents			
Is there a documented procedure to define the controls needed for documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
QHS Management System manual, procedures are correct & updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
All QHS documentation; procedures / work instructions are approved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Obsolete documents are removed or properly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are documents legible and easily identifiable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are documents of internal and external origin identified and their distribution controlled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Control of Records			
Is there a documented procedure to define the controls needed for QHS records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Records are kept according to the established record keeping system as defined in the procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	test
Records are legible, identifiable and traceable to project / activity involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Records are easily retrievable, protected against damage, deterioration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Objectives, Targets and Management Programmes			
Are the objectives and targets documented, implemented and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are the Objectives and targets consistent with the Quality Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are the Performance indicators identified and progress of objectives tracked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test



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Responsibility and Authority			
Responsibilities and authorities are defined, documented and communicated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Resources for implementation of QHS management are provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Management representative (MR) is appointed to implement and maintain the QHS management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Management Review			
Is the QHS management review carried out at least once annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
The review covers the suitability, effectiveness, adequacy and changes required, including intent for continual improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Hazard Identification, Risk Assessment and Determining Controls			
Are there procedures for on-going risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are persons conducting the risk assessment familiar with the RA methodology?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is the risk register maintained and updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are employees aware of the significant risks in the job?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Legal and Other Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is the legal register maintained and updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are employees aware of the applicable legal and other requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Communication, Participation and Consultation			
Are there procedures for internal communication between all levels and functions regarding QHS issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Do employees participate in QHS meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Competence, Training and Awareness			
Are training needs of staff identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Are training records maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Purchasing			
Does the vendors engaged are selected from the approved vendor list?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Is there an approved supplier / vendor list? Is the list updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Control of Service Provision			
Are records maintained for control of service provision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Customer Satisfaction			
Customer satisfaction monitored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test
Feedback reviewed and actions taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test



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Operational Control		
Are safe work procedures developed for hazardous tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the machinery and equipment maintained regularly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Preparedness and Response		
Is there an emergency contact list?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are emergency equipment available and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OHS Performance Measurement and Monitoring		
Are OHS performance measurements and monitoring being carried out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incident Investigation		
Are the procedures for incident investigation implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit		
Internal audits are carried out at least once annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal audit findings are properly recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the internal auditors trained and competent to do internal audit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control of Nonconformity		
Nonconformities are recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corrective and preventive actions are taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Improvement		
Analysis of data for improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corrective and/or preventive action taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Findings / Remarks

(The documents and records are maintained and easily retrievable.)

No. of Nonconformity:	test
No. of Area for Improvement:	test

To raise CAPAR if required

PREPARED BY:

test

APPROVED BY:

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