SAFESPEAR
THE SHARP END OF SAFETY

Set Schedule

Schedule is determined by factors such as:

- Criticality of the process to the business
- Risk
- Legislative and/or Other Requirements
- Client Requests
- Work Scopes / Forecast

The Audit Schedule is set and reviewed for continuing suitability through regular meetings with the Management Team.
This is now a Global Plan, covering all areas of the organization, document refers and will be updated periodically.

Audit Schedule
Management Review Process

Determine Frequency/ Priorities

Frequency and priority will depend on a number of factors (including but not limited to):

- Factors identified above (under Set Schedule)
- Historical Data
- Non Conformances

Preparation

The HSEQ Manager allocates auditors to the Audit Schedule and will inform them in advance of timescales for completion. The auditor must be objective and impartial to the process / topic being audited.

The auditor will advise any relevant personnel who are required to participate in the audit.

Audit Report Template

Conduct Audit

Audits must be thorough and the auditor must follow audit trails through to satisfactory completion.

Evidence gathered must be referenced in the audit report and/or held in audit file within the Management System.

Internal Audits shall be conducted by competent qualified internal auditor.
External Audits shall be conducted by competent qualified Lead Auditor

Reporting

Reports should be completed in a timely manner and submitted to the relevant person for review.

Once finalised, the audit report should be filed in the relevant audit folder within the Management System.

Audit Report
NCRs

Actions

The Improvements Procedure should be followed for handling non-conformances and action management. In general:

- All findings should be noted in the Audit Report
- Individual non-conformance reports to be raised by a nominated person, detailing the non-conformance(s) raised during the audit
- Outstanding NCRs will be reviewed and monitored by the Management Team until closure

Management Review
Improvements Procedure

Close Out

Once all corrective actions relating to the audit have been completed and closed off, the audit can be closed out on the audit schedule.

Monitoring and Measuring Activities related to Process:

- Planned vs Targeted Audit Completion
- Analysis of Audit Results
- Audits and findings reviewed during Management Review

Audit Schedule