0   SHOWING CONFORMANCE

0.1   Options

0.1.1   There are three options to demonstrate conformance when applying this system procedure:

a.   Follow the defined system procedure using the recommended guidance and tools, including allowed variations and options.

b.   Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence.

c.   Use an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.
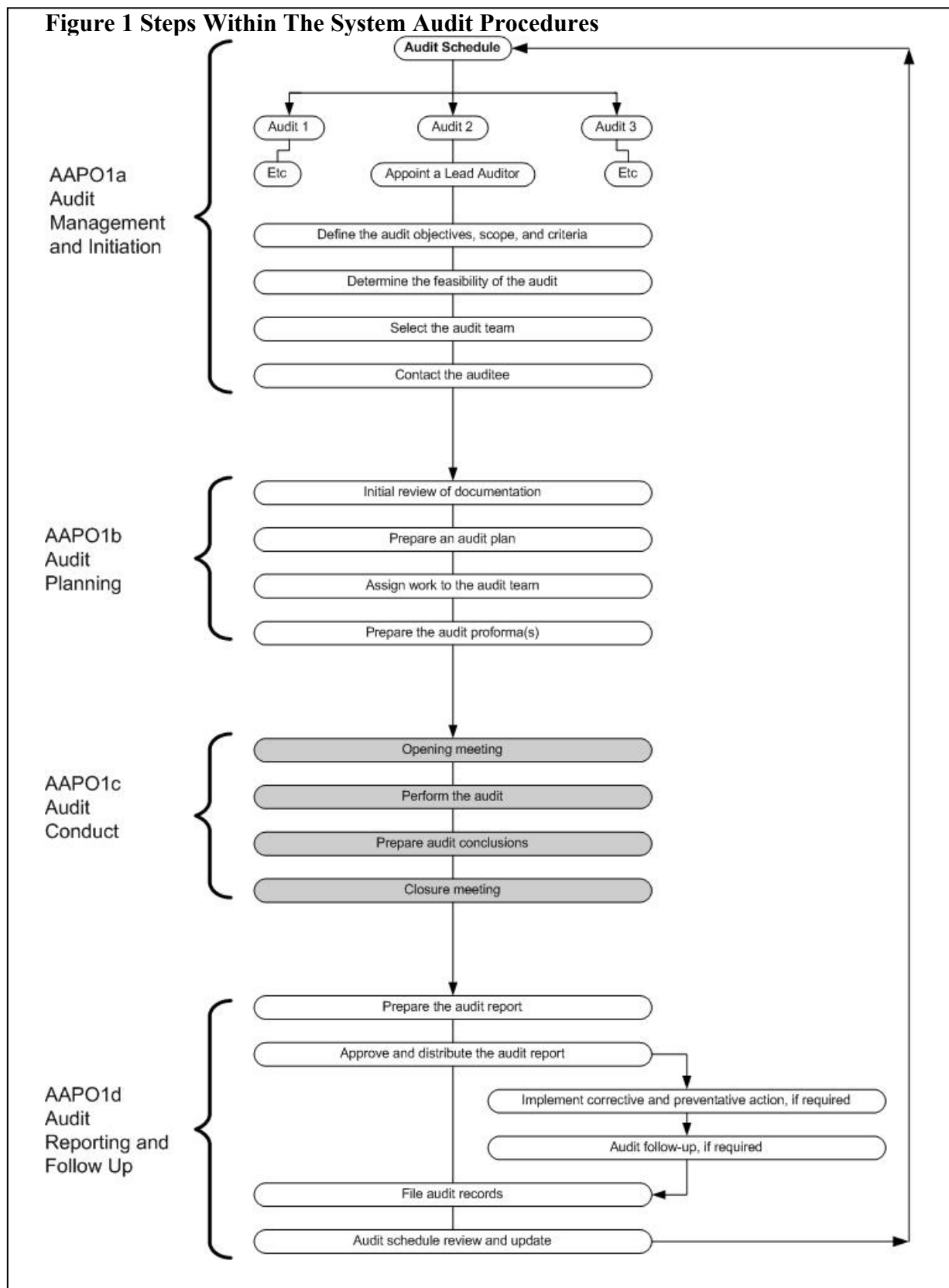
1   INTRODUCTION

1.1.1   This is the third of four System Audit procedures and describes how system audits should be performed. Once the audit plan has been agreed and the audit pro-formas compiled, the audit can take place. Details of how the audit will be undertaken will have been defined in the Audit Plan and should include opening and closing meetings in addition to the collection, verification and documentation of audit findings and conclusions.

1.1.2   Although this and the companion procedures have been produced primarily for use by and on behalf of IPTs, they may also be used by ASEG to carry out audits on the SMS and EMS. In addition, these procedures may also be used for auditing all or parts of an IPT's SMS and EMS by other parties such as:

- Functional Safety Board Secretariats;
- DS&C;
- Third Parties invited by CDM;
- Independent Safety Auditors;
- MOD and TLB Internal Audit Functions;
- Equipment system contractor;
- Personnel seconded from another IPT;
- Customer 2;
- SME;
- Environmental and Safety Consultants.

1.1.3   Any third party using these procedures should note that they have primarily been written for use by IPTs and therefore may use terminology specific to IPTs. However, this should not preclude a third party from using the procedures.

Throughout the procedures the term 'Audit Client' has been used to describe the group, organisation or individual commissioning an audit, as this may be distinct from the party carrying out the audit.

Figure 1 Steps Within The System Audit Procedures

2 PROCEDURE OBJECTIVES

2.1.1 The objectives of this procedure are to:

- Ensure that audits are performed efficiently and effectively in accordance with the Audit Plan;

- Identify non-conformances and observations when performing audits.

3 RESPONSIBILITIES

3.1 Accountability

3.1.1 The Audit Client is accountable for the completion of this procedure.

3.2 Procedure Management and Procedure Completion

3.2.1 The Lead Auditor is responsible for ensuring that this procedure is managed and completed. The Lead Auditor may delegate tasks to members of the Audit Team in regards to the management and completion of this procedure.

4 WHEN

4.1.1 As per the Audit Plan.

5 REQUIRED INPUTS

- **Form AAP01b/F/01** - Audit Plan;
- **Form AAP01b/F/02** - Audit Pro-forma (partially completed in AAP01b);
- Relevant IPT documentation;
- **Form AAP04/F/01** – Non-conformance and Corrective Action Form (if needed); and
- **Form AAP01c/F/01** – Record of Audit Meeting.

6 REQUIRED OUTPUTS

Form AAP04/F/01 – Non-conformance and Corrective Action Form;

Form AAP01b/F/02 - Audit Pro-forma(s) – Fully completed;

Form AAP01c/F/01 – Record of Audit Meeting (completed for Opening Meeting);

Form AAP01c/F/01 – Record of Audit Meeting (completed for Audit Team Meeting(s)); and

Form AAP01c/F/01 – Record of Audit Meeting (completed for Closing Meeting).

OR

Equivalent actions and documentation that ASEG is satisfied achieve the same objectives.

7 DESCRIPTION

7.1 Step 1 - Opening meeting

7.1.1 On the day of the audit it is good practice to hold an opening meeting on-site before the audit commences. This should be attended by the Auditee and Audit Team and can include the following issues:

- Introduce Audit Team members to the Auditee(s);

- Confirm that the resources and facilities needed by the Audit Team are available;

- Briefly discuss the audit scope, objectives and methodology;

- Briefly discuss the Audit Plan, (e.g. personnel and areas to be interviewed);

- Confirm communication arrangements between the Audit Team and the Auditee;

- Confirm the roles and responsibilities of any guides and observers that may be used;

- Confirm any security or confidentiality arrangements;

- Confirm the circumstances under which the audit may be terminated;

- Safety and housekeeping arrangements; and

- Confirm the time and date for the closing meeting and any interim meetings of the Audit Team and the Auditees.

7.1.2 The above could be used as a basis for the agenda for the opening meeting. Minutes from the opening meeting should be recorded on **Form AAP01c/F/01** – Record of Audit Meeting.

7.1.3 It is important in the meeting to allay any concerns the Auditee may have, for example by explaining that the audit is to assist them rather than to judge. The Auditee should be allowed the opportunity to clarify any concerns they may have regarding the audit. Minutes of this meeting, including a record of attendees should be taken and kept. The meeting will be chaired by the Lead Auditor.

7.2 Step 2 – Perform the audit

7.2.1 The aim of the on-site audit is to obtain objective evidence on actual practices (current and past) and to identify the degree of compliance and any areas for potential improvement. The Audit Pro-formas should be used to record the audit findings.

7.2.2 Non-conformances and any subsequent recommendations should be recorded by the Audit Team following procedure AAP04 – Non-conformance and Corrective Action.

7.2.3 Interviews, observations, document review and reviews of previous audits are all acceptable methods for collecting evidence to support the audit findings. Auditors should aim to follow an audit trail and may ask additional questions to those in the Audit Pro-formas, where they consider that this will assist the audit process.

7.2.4 Auditors should attempt to compile and document evidence that can be evaluated

against the audit criteria to form the audit findings. Where possible this should be verifiable, although anecdotal evidence can be used as a basis for audit findings. In many cases, audit findings may be based on opinions formed by examining samples of data or information, rather than whole datasets, and this element of uncertainty should be acknowledged when presenting the audit findings.

7.2.5 Any potential non-conformance should be discussed immediately with the interviewee so they understand the basis of the non-conformance and agree that the audit finding is accurate.

7.2.6 Evidence collected during the audit which suggests that there is a safety or environmental risk which requires immediate attention (even if this is not within the scope of the audit) should be reported without delay to the Lead Auditor, who should report it immediately to the Auditee. Any concerns relating to non-urgent issues identified that are outside the scope of the audit should be noted and reported to the Lead Auditor who should then report it to the Audit Client and Auditee.

7.2.7 If during the course of the audit it becomes apparent that the objectives of the audit are not going to be achieved, this should be reported and appropriate action determined between the Lead Auditor, the Audit Client and the Auditee. Such actions may include the modification to the Audit Plan, changes to the audit objectives or scope or, if necessary, the termination of the audit.

7.2.8 Guides from the Auditee organisation used to accompany the Audit Team must not be permitted to have any influence over, or cause interference with, the conduct of the audit. Their purpose is only to assist the Audit Team and act on the request of the Lead Auditor. They may be required to undertake any or all of the following:

- Establish contacts and times for interviews;

- Arrange visits;

- Ensure that safety and security arrangements are communicated and followed;

- Act as witness for the Auditee; and

- Provide clarification or assist in the collection of information.

7.2.9 The Lead Auditor should supervise the Audit Team throughout the audit and review any audit findings at the close of each day. **Form AAP01c/F/01** – Record of Audit Meeting may be used to record these meetings. He/she should also ensure that the Audit Team can contact him/her to discuss any issues that may arise through the course of the audit.

7.3 Step 3 - Prepare audit conclusions

7.3.1 After completing the audit the Audit Team should meet to:

- Review the audit findings, and any other appropriate information collected during the audit, against the audit objectives;

- Agree on the audit conclusions, taking into account the uncertainty inherent in the audit process;

- Prepare recommendations, if this is one of the audit's objectives; and

- Discuss audit follow-up, if the Audit Client has specified that this will be part of the auditor role.

7.3.2 **Form AAP01c/F/01** – Record of Audit Meeting can be used to record this meeting.

7.4 Step 4 – Closure meeting

7.4.1 The closing meeting should be chaired by the Lead Auditor and be attended by the Auditee, and possibly the Audit Client. Minutes of the meeting, including a list of attendees, should be made by a member of the Audit Team and included in the Audit Report. The closing meeting may include:

- An informal debrief for the Auditee;

- A summary of the audit activities and findings;

- Overview of system strengths and weaknesses;

- Discussion of preliminary findings, including non-conformances (highlighting any findings requiring immediate attention);

- Discussion of any findings that can be closed out immediately by the Auditee.

- Audit limitations (e.g. situations encountered during the audit that may decrease the reliance that can be placed on the audit conclusions);

- Address Auditee questions or concerns;

- Where included within the objectives of the audit, recommended corrective/preventive actions. (The Auditee should be made aware that these are recommendations, and they will have the opportunity to later propose actions they consider more appropriate);

- Discuss timeframe for issuing draft Audit Report;

- Discuss scope and contents and recipients of the Audit Report; and

- Where required, agree timeframe for the Auditee to present a corrective/preventive action plan.

7.4.2 The above could be used as a basis for the agenda for the closing meeting. Minutes from the closing meeting should be recorded on **Form AAP01c/F/01** – Record of Audit Meeting.

7.4.3 Diverging opinions regarding the audit findings and/or conclusions between the Audit Team and the Auditee should be discussed and resolved where possible. Any unresolved issues will be noted and reported to the Audit Client.

8   **RECORDS AND PROJECT DOCUMENTATION**

8.1.1   Where relevant, the outputs from this procedure should feed into the following:

- Assurance and Audit Procedure AAP01d

A copy of the information produced by following this procedure should be stored in the Project Safety and Environmental Cases as appropriate.

9   **RECOMMENDED TOOLS AND FORMS**

    a.   **Form AAP01c/F/01** – Record of Audit Meeting.

10   **GUIDANCE**

10.1   **General**

10.1.1   JSP 375, 430, 454, 518, 520, 538, 553 and the SHEF audit manual all include information on auditing. The ISO14000 series is useful, particularly ISO14001 and ISO14004, and also OHSAS 18001, ISO 19011 and ISO9001.

10.1.2   Although audits of Customer 2 are out with the scope of the system audits, information provided by Customer 2 which relates to SMS and EMS requirements or the safety and environmental performance of the equipment (e.g. objectives and targets and operational controls) should be included in the audit.

10.1.3   If an IPT already has a project management system or procedures (eg ISO 9000) that cover system auditing, then these may be used in place of these POSMS and POEMS procedures so long as ASEG is satisfied that they meet the same objectives.

10.1.4   Further guidance on the application of this procedure can be obtained from ASEG. The Institute of Environmental Management and Assessment (IEMA) and Institution of Occupational Safety and Health (IOSH) are professional bodies in environmental and safety auditing respectively and may produce useful information on auditing. (Further information can be found at http://www.iema.net & http://www.iosh.co.uk).

10.2   **Aligning Safety and Environment**

10.2.1   The key alignment opportunity in this procedure is to plan safety and environmental audits together, where this is practical and beneficial.

10.3   **Guidance for ASEG**

10.3.1   In addition to completing sample audits of IPTs' SMS and EMSs, ASEG should ensure that audits are performed that check ASEG's compliance with those procedures that apply directly to it eg SSP01b, SSP02b, SSP03b.

10.4   **Warnings and Potential Project Risks**

10.4.1   If audits are not completed or are incomplete there is an increased risk that an IPT's SMS or EMS does not achieve its objectives. This may lead to increased safety and environmental risks associated with the project. It may also lead to delays and cost impacts if shortcomings in the SMS and/or EMS are identified late, because rework may be required or approvals may be delayed.

Form AAP01c/F/01 – Record of Audit Meeting			
Project(s) Title			
IPT:			
Audit title or ref:			
Completed by:		**Date:**	
Reviewed by:		**Date:**	
Date of meeting:			
Location of meeting:			
Attendees:			
Minutes:			